COUNTY COMMISSIONERS SCHEDULE
TUESDAY, FEBRUARY 12, 2019
LEGISLATIVE DAY

1. CALL TO ORDER
   5:00 p.m. Patrick Thompson, Esquire, County Attorney
   Sheriff Gary Hofmann
   Chief Kenneth Rhodes
   Closed Session
   “Consult With Counsel”
   5:30 p.m. Call To Order,
   Pledge Of Allegiance,
   Moment Of Silence,
   Approval Of Agenda
   Accept County Commissioners’ Minutes
   - Regular Minutes – January 22, 2019
   - Sanitary Minutes – January 8, 2019
   - Closed Session – January 22, 2019
   Press And Public Comments**

2. NEW BUSINESS
   5:35 p.m. DEPARTMENT OF PUBLIC WORKS
   Admin/Engineering
   1. Detention Center Upgrades And Renovations: Maryland State Budget Update
   2. Release Of Foxtown Water Facilities MOU And Maintenance And Inspection Agreement
   3. Department Of Public Works Office Building Roof Replacement: Contract Award
   Roads
   4. Systematic Replacement Of Fleet Vehicles - Leaf Vacuum
   5. Systematic Replacement Of Fleet Vehicles - Tractor Mowers
   Sanitary
   6. 2011 Comprehensive Water And Sewerage Plan (CWSP) - Amendment 11-13 - Informational Meeting
   7. KNSG Sewer Capacity Worksheet - Schedule A
   9. FY19 Office Trailer - Sewer Collection Division
   Solid Waste
   10. Earth Day School Video Contest And Countywide Roadside Cleanup
   Mr. Gregg Todd, County Administrator
   “Presentation of Documents for Signatures and Weekly Correspondence”
   Action
   1. Matapeake Industrial Park Grant
   2. FY2019 Department Of Parks Vehicle Replacement
   3. Artificial Turf Vendor
   4. Playground Structure At Sudlersville Park
   5. Review Of Proposed Text Amendments & Participation In The Comprehensive Plan Process
   6. Employee Awards Committee Appointment
   7. DESEAC Appointments
   8. Bay Bridge Airport Advisory Committee
   9. Budget Amendment CC-14 – RAP Grants
   10. Budget Amendment CC-16 – VFD
   11. Budget Amendment CC-17 – Aging
   Documents:
   02.12.2019DPW.pdf
   02.12.2019Coorespondence.pdf

3. PRESENTATIONS
   6:00 p.m. Water and Sewer Informational Meeting
   - Ponchock Property
   6:15 p.m. Public Hearing
   Chapter 14, Chesapeake Bay Critical Area Act, Section 14:1-77.D, that it will hold a public hearing concerning a growth allocation petition to reclassify 2.122 acres of land from Limited Development Area (LDA) to Intense Development Area (IDA) for proposed development in the Matapeake Professional Park consisting of a 45,000 sq. ft. industrial and office building
   Mr. Michael Wisnosky, AICP, PP, Director
   “Planning & Zoning Update”
   Legislative Session
   County Ordinance 19-01: the Expansion of the Kent Narrows Commercial Management and Waterfront Improvement District Established Under Article IV of Chapter 5 of the Code of Public Local Laws of Queen Anne’s County (available to be voted on)
   County Ordinance 19-02: Applicability of the Queen Anne’s County Ethics Ordinance, Chapter 8 of the Code of Public Local Laws (available to be voted on)
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County Ordinance 19-03 – Public Facilities Bond Authorization of 2019 (available to be voted on)
Press And Public Comments
CHESAPAKE BAY CRITICAL AREA ACT HEARING NOTICE
ORD 19-01.Pdf
ORD 19-02.Pdf
ORD 19-03.Pdf

4. REPORTS
Commissioner’s Roundtable

* Please note that Schedule times are subject to change, except for public hearings.
** Press and Public Comments at the beginning of the meeting will last 15 minutes. Additional time will be available at the end of the meeting for anyone wishing to speak. Comments are limited to 3 minutes in length. Comments longer than 3 minutes must be submitted in writing.
*** Part of the meeting may be closed to the Public in accordance to the Open Meetings Act procedures.
**** Agendas will be posted by 4:30 pm the Friday prior to the meeting. The meeting attachments will be posted on the agenda by 4:30 pm the Monday prior to the meeting.

Three or more of the County Commissioners will be attending the following events in the next few weeks:
2/9 Queen Anne/Hillsboro VFD Installation of Officers
2/9 Kent Island VFD Installation of Officers
2/13 COG Meeting
Date: February 12, 2019
To: County Commissioners
From: Todd R. Mohn, P.E.
Re: Detention Center Upgrades and Renovations: Maryland State Budget Update

The Maryland Department of Budget and Management (DBM) in January released its FY-2020 State Budget recommendations to the State Legislature for the Local Jails Capital Improvement Program. The DBM recommends that $678,000 in General Obligations (GO) bonds be provided in FY-2020 to fund design for the construction of an addition and renovations to the Queen Anne's County Detention Center.

This DBM recommendation fully accommodates the Queen Anne's County Department of Corrections Facility Program Parts I & II application for grant funding which, if approved by the Legislature, would fund approximately one-half the estimated $1,356,000 cost of design. Similarly, the Program proposes a State share of approximately one-half the estimated cost of construction in future years funding.

The House Budget Committee is scheduled to hold its hearing on March 6, 2019 at 4:00 p.m. and the Senate Budget Committee, its hearing on March 7, 2019. Representation by the County at the hearings to is recommended as beneficial to the County’s application. County staff will be in attendance and will continually follow the schedule, as the dates and times are subject to change. A copy of DMB’s recommendation to the Legislature is attached.

cc: LaMonte Cooke, Warden
DEPARTMENT OF BUDGET & MANAGEMENT
Capital Budget Information System (C.B.I.S.)

PART IVA - PROJECT DETAIL - DETAIL OF RECOMMENDED
PROJECTS FOR CAPITAL GRANT AND LOAN PROGRAM

Program Title: Local Jails and Detention Centers
Subdivision: Queen Anne’s
Project Title: Additions and Renovations to the Queen Anne’s County Detention Center

Project Description:
Construct an addition and renovations to the Queen Anne’s County Detention Center. This project will replace a substandard modular housing unit which has been in use since 1990, construct additional housing units for both males and females, increase the amount of inmate support space and will replace existing building systems. Queen Anne’s County Detention Center was originally constructed in 1986. Additions were constructed in 1991 and 2009. The facility is 18,650 NASF/26,691 GSF. In total the facility has 148 beds, 128 male and 20 female beds. The FY 2020 budget includes funds to begin the design of the addition and renovation of this project.

Recommended Amount: 678,000 (P)  
Agency Priority: 3

Estimated Cost of Project:

<table>
<thead>
<tr>
<th></th>
<th>Prior Appropriation</th>
<th>Current Request</th>
<th>Recommended Amount</th>
<th>Future Request</th>
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Source(s) of Matching Funds

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<tbody>
<tr>
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</table>

NSF: 43,010  
GSF: 60,128  
Efficiency Factor: 71.5%  
Cost Per GSF: $292

Program Status: Under Review

Proposed Schedule

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<tr>
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<th>Begin Construction:</th>
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<tr>
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<td>07/2020</td>
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<tr>
<td>Complete Design:</td>
<td>05/2020</td>
<td>Complete Construction:</td>
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</table>

Proposed NSF

Area
Net Square Footage

TOTAL:

Comments and Recommendations:

FUND: The Department of Budget and Management recommends that $678,000 in GO bonds be provided in FY 2020 to begin design of a renovation and expansion at the Queen Anne’s County Detention Center. This
project will replace a substandard modular housing unit which has been in use since 1990, construct additional housing units for both males and females, increase the amount of inmate support space, and will replace existing building systems.

Queen Anne’s County Detention Center was originally constructed in 1986. Additions were constructed in, 1991 and 2009. The facility is 18,650 NASF/26,691 GSF. In total the facility has 148 beds, 128 male and 20 female beds. The completion of this project will bring the total bed count at this facility up to 215.

**Insufficient Support Space:**

The existing Queen Anne’s County Detention Center was constructed in 1986 with a design capacity of 72 beds. Over the years the facility has added 53 additional beds and now has a capacity of 125 beds. Although additions were constructed for more housing space, the support facilities such as medical, food service, and laundry were not expanded to meet the needs of the additional capacity.

**Insufficient Bed Space:**

The Female Housing Unit has a design capacity of 20 beds, however it is frequently occupied by over 40 female inmates. Additionally, there is a shortage of special needs cells for administrative segregation, mental health, medical and classification.

In 1991, a modular structure, Housing Unit G, was added to the facility. The unit is structurally unstable and has served beyond its expected useful life of 5 to 10 years. Further, this unit provides under 33 NSF/detainee which does not meet ACA standards of 35 NSF/detainee.

Further, without replacement of Male Housing Unit G and the development of new housing to meet the current and projected needs of the Queen Anne’s County Judicial System, the County will not be in conformance with The Annotated Code of Maryland, Title 11 Local Correctional Facilities, Subtitle 1. “Establishment of Local Correctional Facilities, Article 11-103 Responsibility of Managing Official”.

In 2009, in response to continuing population growth, a second housing addition was constructed. This addition included a 10 Cell Housing Unit for Female Inmates as well as a 15 Bed Dormitory Housing Unit for Male Work Release Inmates.

In response to continuing population growth, bunks have been added to housing units thus increasing their capacity beyond design capacity. Generally, bunks have been added wherever space permits without regard to Maryland Standards for housing areas and dayroom areas. The conditions in these overcrowded housing areas are substandard and pose operational risks.

Overcrowding imposes significant operational issues relating to classification of inmates and placement in housing of appropriate security level. When bed space is not available in the appropriate security environment, operational issues are inevitable. Safety risks for staff and inmates increase as inmates are confined in close quarters and placed in housing of inappropriate security level.

**Aging Building Systems:**

Existing building systems are operating beyond their expected useful life. The systems are original to the 1986 construction. These systems include: the exhaust, boilers and hot water equipment, air handling and condensing units, roof top units, kitchen hood exhaust and make-up air, and automatic temperature controls.

**Attachment(s):** 0
Date: February 12, 2019
To: County Commissioners
From: Todd R. Mohn, PE
Re: Release of Foxtown Water Facilities MOU & Maintenance and Inspection Agreement

This past year, BDC Partners transferred a 7.246 Acre property to the Town of Sudlersville (map attached). Originally, this property was planned for development and it was subject to various Agreements with both the Town and the County. Now that the Town owns the property, the former development plans have been canceled and the Agreements are now inapplicable.

The County was a party to a Water facilities MOU and a Maintenance and Inspection Agreement for stormwater management. These agreements are now obsolete since the property was never developed. BDC Partners is now requesting, via their attorney Thomas Yeager, formal release instruments suitable for recording in the land records.

Attached are two release agreements as prepared by Mr. Yeager and which have been signed by all other parties. The County Attorney has reviewed both agreements and has found them acceptable for execution.

Recommended Motion:

I move the we accept the release instruments for the Foxtown Water Facilities MOU and Maintenance and Inspection Agreement as proposed by BDC Partners for execution by Commission President Jim Moran.

cc Pat Thompson
FULL RELEASE OF FOXXTOWN WATER FACILITIES

MEMORANDUM OF UNDERSTANDING

KNOW ALL MEN BY THESE PRESENTS:

That BDC Partners, LLC, is Maryland Limited Liability Company in good standing according to the Maryland State Department of Assessments and Taxation;

That Sudlersville is a Municipal Corporation in Queen Anne’s County, Maryland (the “Town”), and that the Commissioners of Sudlersville are authorized to sign agreements on the Town’s behalf;

That the County Commissioners of Queen Anne’s County (the “County”) is a body politic and a political subdivision of the State of Maryland, and authorized to sign agreements on its own behalf;

That F. Dolan Edwards is a Managing Member of BDC Partners, LLC, and is listed by the Maryland State Department of Assessments & Taxation as the Resident Agent for BDC Partners, LLC, therefore, he is authorized to execute documents on its behalf;

That this Release is for the purpose of releasing in full the Foxxtown Water Facilities Memorandum of Understanding, dated November 13, 2007, made between BDC Partners, LLC, the County Commissioners of Queen Anne’s County, and the Commissioners of Sudlersville. This Full Release absolves the Foxxtown Water Facilities Memorandum of Understanding (the “MOU”) in its entirety, and is intended to remove all obligations, for BDC Partners, LLC, the County Commissioners of Queen Anne’s County, and the Commissioners of Sudlersville, listed within the original Memorandum of Understanding;
That the title and ownership of the real property which is the subject of the aforementioned Foxtown Water Facilities Memorandum of Understanding has been transferred by BDC Partners, LLC ("BDC") to the Town, and as a result thereof BDC no longer intends to develop the property;

That the undersigned, BDC Partners, LLC, does hereby fully waive and release the above mentioned Foxtown Water Facilities Memorandum of Understanding, which includes all obligations listed therein, as well as any rights, claims, or demands of every kind whatsoever relating to the MOU;

That the undersigned, County Commissioners of Queen Anne’s County, do hereby fully waive and release the above-mentioned Foxtown Water Facilities Memorandum of Understanding, which includes all obligations listed therein, as well as any rights, claims, or demands of every kind whatsoever relating to the MOU; and,

That the undersigned, Commissioners of Sudlersville, do hereby fully waive and release the above-mentioned Foxtown Water Facilities Memorandum of Understanding, which includes all obligations listed therein, as well as any rights, claims, or demands of every kind whatsoever relating to the MOU.

Witness the hands and seals of the releasor(s) of said Foxtown Water Facilities Memorandum of Understanding this 16th day of December, 2018.

Attest:

BDC Partners, LLC

By: [Signature]
F. Dolan Edwards
Managing Member and Resident Agent
The Commissioners of Sudlersville, Maryland

By: ________________________________

Witness: ____________________________

The County Commissioners of Queen Anne's County, Maryland

By: ________________________________

Witness: ____________________________

State of Maryland, }
County of Kent }

I hereby certify that on this 18th day of December, 2018, before me, the subscriber, personally appeared F. Dolan Edwards and presented himself to be a Managing Member and Resident Agent of BDC Partners, LLC, one of the parties of the Foxtown Water Facilities Memorandum of Understanding and one of the releasors of the agreement referred to above, and that as such officer, being authorized to do so, executed the foregoing Full Release for the purposes therein contained, by signing his name as managing members of said business as such officer, and that the facts set forth therein are true.

My Commission Expires 2/24/2021

Notary Public
State of Maryland, }  
County of Kent }  

I hereby certify that on this 18th day of December, 2018, before me, the subscriber, personally appeared Ronald Ford, President of the Commissioners of Sudlersville, Maryland, one of the parties of the Foxstown Water Facilities Memorandum of Understanding and one of the releasors of the agreement referred to above, and that as such officer, being authorized to do so, executed the foregoing Full Release for the purposes therein contained, by signing his name as President of the Commissioners Sudlersville, Maryland, and that the facts set forth therein are true.

My Commission Expires 2/24/2021  
Notary Public

State of Maryland, }  
County of _______________ }  

I hereby certify that on this _____ day of __________, 2018, before me, the subscriber, personally appeared Stephen K. Wilson, President of the County Commissioners of Queen Anne’s County, Maryland, one of the parties of the Foxstown Water Facilities Memorandum of Understanding and one of the releasors of the agreement referred to above, and that as such officer, being authorized to do so, executed the foregoing Full Release for the purposes therein contained, by signing his name as President of the County Commissioners of Queen Anne’s County, Maryland, and that the facts set forth therein are true.

My Commission Expires ___________  
Notary Public
FULL RELEASE OF MAINTENANCE AND INSPECTION AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

That BDC Partners, LLC, is an active business in good standing according to the Maryland State Department of Assessments and Taxation;

That the Board of Commissioners in Queen Anne’s County, Maryland (the “County”) is a body politic and political subdivision of the State of Maryland, and that the Commissioners of the Board of Commissioners are authorized to sign agreements on the County’s behalf;

That F. Dolan Edwards is a Managing Member of BDC Partners, LLC, and is listed by the Maryland State Department of Assessments & Taxation as the Resident Agent for BDC Partners, LLC, therefore, he is authorized to execute documents on its behalf;

That this Release is for the purpose of releasing the Maintenance and Inspection Agreement, dated November 18, 2009, made between BDC Partners, LLC and Queen Anne’s County, Maryland, and recorded among the Land Records of Queen Anne’s County, Maryland in Liber S.M. No. 1914, Folio 054. This Full Release releases the Maintenance and Inspection agreement in its entirety, and is intended to remove each obligation, for both BDC Partners, LLC and the County, listed within the original agreement;

That the title and ownership of the real property which is the subject of the aforementioned Maintenance and Inspection Agreement has been transferred by BDC Partners, LLC (“BDC”) to the Town of Sudlersville, and as a result thereof, BDC no longer intends to develop the property;
That the undersigned, BDC Partners, LLC, does hereby fully waive and release the above mentioned Maintenance and Inspection Agreement, which includes all obligations listed therein, as well as any rights, claims, or demands of every kind whatsoever relating to the Maintenance and Inspection Agreement; and,

That the undersigned, Board of Commissioners of Queen Anne’s County, do hereby fully waive and release the above-mentioned Annexation Agreement, which includes all obligations listed therein, as well as any rights, claims, or demands of every kind whatsoever relating to the Maintenance and Inspection Agreement.

Witness the hands and seals of the releasor of said Maintenance and Inspection Agreement this 18th day of December, 2018

Attest:

BDC Partners, LLC

By: F. Dolan Edwards
Managing Member and Resident Agent

The County Commissioners of Queen Anne’s County, Maryland

By: Stephen K. Wilson
President
State of Maryland, } 
County of Kent } 

I hereby certify that on this 18th day of December, 2018, before me, the subscriber, personally appeared F. Dolan Edwards and presented himself to be a Managing Member and Resident Agent of BDC Partners, LLC, one of the parties of the Maintenance and Inspection Agreement and one of the releasors of the agreement referred to above, and that as such officer, being authorized to do so, executed the foregoing Full Release for the purposes therein contained, by signing his name as managing members of said business as such officer, and that the facts set forth therein are true.

My Commission Expires 2/24/2021

Notary Public

State of Maryland, } 
County of ______________ } 

I hereby certify that on this __________ day of __________, 2018, before me, the subscriber, personally appeared Stephen K. Wilson, President of the Board of County Commissioners of Queen Anne’s County, Maryland, one of the parties of the Maintenance and Inspection Agreement and one of the releasors of the agreement referred to above, and that as such officer, being authorized to do so, executed the foregoing Full Release for the purposes therein contained, by signing his name as President of County Commissioners of Queen Anne’s County, and that the facts set forth therein are true.

My Commission Expires __________

Notary Public
Date: February 12, 2019
To: County Commissioners
From: Lee E. Edgar, P.E.
Re: Department of Public Works Office Building Roof Replacement: Contract Award

Sealed bids were received and opened on Thursday, January 31, 2019 for the Department of Public Works Office Building Roof Replacement construction contract. The contract consists of the removal of existing roof system and replacement with new code-compliant insulation and synthetic membrane roofing. Project Bids were solicited in accordance with the County Procurement Policy. Five (5) bids were received, publicly opened and read as follows:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ron Ruff Roofing, Inc.</td>
<td>Queenstown, MD</td>
<td>$167,900.00</td>
</tr>
<tr>
<td>D. Project, Inc.</td>
<td>Annapolis, MD</td>
<td>$182,080.00</td>
</tr>
<tr>
<td>Adelphia Contracting, Inc.</td>
<td>Capital Heights, MD</td>
<td>$198,800.00</td>
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<tr>
<td>Detwiler Roofing</td>
<td>East Earl, PA</td>
<td>$203,500.00</td>
</tr>
<tr>
<td>Paneko Construction</td>
<td>Bowie, MD</td>
<td>$280,500.00</td>
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Ron Ruff Roofing, Inc’s bid is the lowest responsive and responsible bid and exceeds the approved FY2018 Capital Project #400867 Public Works Roof Replacement budget by $17,900; however, adequate funding is available in the FY2019 County Facility Program to fulfill the remainder of the contract. See attached Capital Budget funding and expenditures.

Bids were previously received for this construction contract in June 2018. Two bids, in the amount of $199,000.00 and $299,775.00 respectively, were received and subsequently rejected by the County Commissioners, with authorization to resolicit at a future date. As anticipated, this winter re-solicitation resulted in increased bidder participation and more competitive, economical pricing. The contract documents have been reviewed and approved by the County Attorney. Based on the above, staff recommends award of the contract to Ron Ruff Roofing, Inc. of Queenstown, Maryland.

If you agree with this recommendation, please make a motion similar to the following:

I move to award the Department of Public Works Office Building Roof Replacement construction contract to Ron Ruff Roofing, Inc. of Queenstown, Maryland in the amount of $167,900.00 and authorize the Director of Public Works to issue the Notice of Award and execute the Contract on behalf of the County Commissioners.
<table>
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<tr>
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<td>Approved FY 2019 - Project 400003 County Facility Program</td>
<td>$17,900.00</td>
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<td>Expenditures</td>
<td>$0.00</td>
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<tr>
<td>Remaining Balance</td>
<td>$167,900.00</td>
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</table>
MEMORANDUM

Date: February 12, 2019

To: County Commissioners

From: R. Shane Moore, PE

Subject: Systematic Replacement of Fleet Vehicles - Leaf Vacuum

The Roads Division is requesting to purchase an Xtreme Vac XV550TM30 30 Cubic Yard Leaf Vacuum, from Maryland Industrial Trucks, Inc, of Linthicum, MD, in the amount of $64,882.00, via the Sourcewell Pre-Established Contract #041217-ODB. See the attached New Vehicle Request Form and quote.

This purchase will replace unit #486, a 2013 Old Dominion Leaf Vacuum, model XV8031D with 443.9 hours.

This purchase was programmed in FY2019 and adequate funding is available in the FY2019 Capital Equipment Budget. See attached FY 2019 Capital Equipment Budget funding and expenditures.

Requested Action:

I move to purchase an Xtreme Vac XV550TM30 30 Cubic Yard Leaf Vacuum, from Maryland Industrial Trucks, Inc, of Linthicum, MD, in the amount of $64,882.00, via the Sourcewell Contact # 041217-ODB.
### Queen Anne's County

**Request for Vehicle/Equipment**

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<td>DEPARTMENT:</td>
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<td>4</td>
<td>Preparer:</td>
<td>R. Shane Moore</td>
<td></td>
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<td>5</td>
<td>Date:</td>
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<td>NEW/REPLACEMENT VEHICLE/EQUIPMENT INFORMATION</td>
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<td>8</td>
<td>Make</td>
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<td>New (N) or replacement (R)?</td>
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<td>Source Well #041217 - ODB</td>
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<tr>
<td>13</td>
<td>Cost</td>
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<td>14</td>
<td>Budget</td>
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<tr>
<td>15</td>
<td>Expenditures FY to date above</td>
<td>$246,387.39</td>
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<tr>
<td>16</td>
<td>Remaining</td>
<td>$138,612.61</td>
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If the request is to REPLACE a vehicle/piece of equipment, complete the following section.

### Existing Vehicle/Equipment Details

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<thead>
<tr>
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<th>B</th>
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<td>26</td>
<td>Age (yrs.)</td>
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<td>27</td>
<td>Miles/hours [specify which]</td>
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<tr>
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<td>Make</td>
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<td>Model</td>
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<td>30</td>
<td>Additional description</td>
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<td>31</td>
<td>Service history</td>
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<tr>
<td>38</td>
<td>Surplus info [e.g., selling on eBay]</td>
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</table>
## ROADS DIVISION

### FY 2019 CAPITAL EQUIPMENT BUDGET

<table>
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<tr>
<th>Expenditures</th>
<th>Commissioner Approval Date</th>
<th>Item</th>
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<td>Expenditures</td>
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<td>(3) Tractor Mowers</td>
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<tr>
<td></td>
<td></td>
<td>Misc. Small Equipment</td>
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<tr>
<td></td>
<td>Remaining Balance</td>
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<td>$62,226.81</td>
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</table>
MEMORANDUM

Date: February 12, 2019

To: County Commissioners

From: R. Shane Moore, PE

Subject: Systematic Replacement of Fleet Vehicles - Tractor Mowers

The Roads Division is requesting to purchase three (3) John Deere 5100M Utility Tractors with Tiger mowers, from Atlantic Tractor, of Queen Anne, MD, in the amount of $246,387.36, via the John Deere Government Contact – GSA Ag GS-30F-00077T (PG 3Y CG 21). See the attached New Vehicle Request Forms and quote.

This purchase will replace three tractor mower units, a 1988 Massey Ferguson with 1,916 hours and two 1993 Fords with 5,105 and 5,094 hours, respectively.

This purchase was programmed in FY2019 and adequate funding is available in the FY2019 Capital Equipment Budget. See attached FY 2019 Capital Equipment Budget funding and expenditures.

Requested Action:

I move to purchase three (3) John Deere 5100M Utility Tractors with Tiger mowers, from Atlantic Tractor, of Queen Anne, MD, in the amount of $246,387.36, via the John Deere Government Contact – GSA Ag GS-30F-00077T (PG 3Y CG 21).
## Queen Anne's County
### Request for Vehicle/Equipment

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<td>ROADS</td>
<td>[Logo]</td>
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<td>5</td>
<td>Preparer:</td>
<td>R. Shane Moore</td>
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<tr>
<td>6</td>
<td>Date:</td>
<td>2/12/2019</td>
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### NEW/REPLACEMENT VEHICLE/EQUIPMENT INFORMATION

| 10 | Make | John Deere |
| 11 | Model | 5100M |
| 12 | Additional description | Tractor Mower |
| 13 | New (N) or replacement (R)? | Replacement |
| 14 | Vendor | GSA Ag GS-30F-0007T (PG 3Y CG 21) |
| 16 | Cost | $82,129.13 |

| 18 | Budget | $385,000.00 |
| 19 | Expenditures FY to date above | $0.00 |
| 20 | Remaining | $385,000.00 |

If the request is to REPLACE a vehicle/piece of equipment, complete the following section.

### Existing Vehicle/Equipment Details

| 26 | Age (yrs.) | 31 (1988) |
| 27 | Miles/hours [specify which] | 1916 hours |
| 28 | Make | Massey Ferguson |
| 29 | Model | 283 |
| 30 | Additional description | Unit #509 |
| 32 | Service history | |

### Surplus info (e.g., selling on eBay) | sold via gov deals |
## ROADS DIVISION

### FY 2019 CAPITAL EQUIPMENT BUDGET

**Approved FY 2019 Capital Equipment Budget**

$385,000.00

<table>
<thead>
<tr>
<th>Commissioner Approval Date</th>
<th>Item</th>
<th>Budgeted</th>
<th>Actual</th>
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<td>(3) Tractor Mowers</td>
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<td>Misc. Small Equipment</td>
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<td>$11,503.23</td>
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**Remaining Balance**

$62,226.81
MEMORANDUM

Date: February 12, 2019

To: County Commissioners

From: Alan Quimby

Re: 2011 Comprehensive Water and Sewerage Plan (CWSP)
    Amendment 11-13 — Informational Meeting

We have a public hearing scheduled for 5:45 p.m. on Tuesday, February 26, 2019 to discuss the following project. This Informational Meeting allows the Commissioners to ask any questions of the applicant (if present) or staff in preparation for that hearing. Also attached is a finding of consistency with the County’ Comprehensive Land Use Plan from County Planning staff.

From the advertisement (in italics):

**PONCHOCK PROPERTY** — The property is an existing vacant lot of record located at 900 Broad Creek Drive within the Bay City subdivision in Stevensville. It is shown on Tax Map 56 as Parcel 196 and is approximately 3 acres in size. The property is zoned Neighborhood Conservation 20,000-ft² minimum (NC-20). The proposal is to subdivide the property into as many as 6 residential lots. The amendment request is to upgrade the sewer service designation from S-3 to S-2 (which equates to immediate service). Flows from the use are anticipated to be approximately 1500 gpd. Sewer service will be provided via the existing Collection Station ‘R’.

This property is ‘surrounded’ by the Bay City subdivision but is not technically part of the subdivision. When sewer (and water) was installed in Bay City in the mid 1990s, the property owner requested to be exempted from the project. Given the large lot size, and the well-drained soils on the property, Environmental Health made the determination that it did not constitute a current, or near term, health hazard. As such the property owner’s desire to not connect was honored.

The home then suffered a devastating house fire in January 2014 and the property has remained vacant ever since. As noted in the advertisement, there is now a desire (by a contract purchaser) to subdivide the property which will require sewer (and water) service.
MEMORANDUM

Date: February 12, 2019

To: County Commissioners

From: Rob Gunter, Senior Planner

Re: Comprehensive Water and Sewerage Plan ("CWSP") Amendment Consistency Report
   – Ponchock Property

GENERAL INFORMATION:
Owner: John Ponchock
Tax Map / Parcels: 56 / 196
Location: 900 Broad Creek Drive, Stevensville
Zoning District: NC-20 (Neighborhood Conservation)
Critical Area: LDA (Limited Development Area)
Sewer Service Designation: S-3

REQUESTED ACTION:
The applicant requests an amendment to the Comprehensive Water and Sewerage Plan to change the existing sewer service from S-3 to S-2 (which equates to immediate service).

SITE INFORMATION:
The property is approximately 3 acres and was improved with a 7,200 sq. ft. single family home which was destroyed by a fire in 2014. It is located within the Chester/Stevensville Growth Area and is surrounded by the Bay City community, although not a part of the original subdivision. All surrounding properties of Bay City are served by public sewer. When Bay City was originally served with public sewer the then owner chose not to have this property connected.

CONSISTENCY WITH THE COUNTY PLANS:
The 2007 Chester/Stevensville Community Plan, Map 5-1, identifies the subject property as being in the planning area in 1987/1988 as well as in 2005 when the current plan was being developed.

The 2011 CWSP, on page 96, clearly identifies the entire Bay City community as S1 current service area, as well as showing the subject property as S3, sewer service within 4 to 10 years (’14-’20).

In the 2010 Comprehensive Plan:
• Map LU-6, the property is shown as being in a priority funding area,
• Map LU-7A, the property is shown as being located within a county/town planning area,
• Map LU-7B, the property is shown as being located within the Chester/Stevensville Planning Area and is further identified as medium density residential (2-8 units per acre),
• Map ESA -10 Priority Preservation Areas – shows that the property identified in this proposed amendment is not located in a Priority Preservation Area, and
• Section 2.0 Sensitive Areas - Table 2-8 Summary of Best Management Practices, Tools, Techniques and Strategies represents that a BMP for a suburban landscape includes the “septic elimination through the connection to public sewer and innovative nutrient reduction technology”.

RECOMMENDATION:

Based upon the information presented above, Planning & Zoning makes a favorable recommendation to the County Commissioners for the request to amend the 2011 Comprehensive Water and Sewerage Plan which would allow the subject property to be designated S-2 and connect to public sewer.
PUBLIC NOTICE

The County Commissioners of Queen Anne's County will hold a public hearing at 5:45 p.m. on Tuesday, February 26, 2019, in the Commissioner's meeting room located in the Liberty Building, 107 North Liberty Street, Centreville, Maryland 21617. The purpose of the hearing is to consider amending the Queen Anne's County 2011 Comprehensive Water and Sewerage Plan. In addition to the hearing, an informational presentation will be made at 6:00 p.m. on Tuesday, February 12, 2019, also in the Commissioner's meeting room. The following proposal will be considered:

PONCHOCK PROPERTY – The property is an existing vacant lot of record located at 900 Broad Creek Drive within the Bay City subdivision in Stevensville. It is shown on Tax Map 56 as Parcel 196 and is approximately 3 acres in size. The property is zoned Neighborhood Conservation 20,000-ft² minimum (NC-20). The proposal is to subdivide the property into as many as 6 residential lots. The amendment request is to upgrade the sewer service designation from S-3 to S-2 (which equates to immediate service). Flows from the use are anticipated to be approximately 1500 gpd. Sewer service will be provided via the existing Collection Station ‘R’.

All hearing sites are accessible to individuals with disabilities. Sign language interpreters and assistive listening systems will be available for individuals with a hearing impairment. Please contact Tina M. Miles at (410) 758-4406 or TDD (410) 758-2126 seven (7) days before the hearing date if the above assistance is needed for the meeting. Persons who wish to comment on the proposed amendments may do so at the hearing. Speakers will be limited to three minutes each, but written testimony of any length may be submitted before the hearing date to the Director of Public Works, 312 Safety Drive, Centreville, Maryland 21617.

(Record Observer on February 8th and 15th, 2019)
Stevensville Growth Area
Sewer Service Area

Amendments
11-04 Reconfiguration of Kent Manor Inn Service Area
11-06 TM56 PI.77 - Camp Wright No Service to S3
11-13 TM56 P196 - Ponchock Property S3 to S2

Legend
- Current Service Area
- 1 to 3 years (10 - '13)
- 4 to 10 years (14 - '20)
- 11 to 20 years (21 - '20)
- Beyond 20 years
- No Planned Service
- Properties with Limited Sewer Allocation
- Public Health Concerns

Map Amendment
- 3" Denied Access Line
- Proposed Denied Access Line
- County/Town Planning Area
- Collection Station
- Pump Station
- Proposed Pump Station
- Proposed Collection Station
- Waste Water Treatment Plant

Notes:
1) It is anticipated that all collection and transmission systems to serve planned service areas will be entirely funded by private developers.
2) Service Area Maps should be used for planning purposes only.
Date:  February 12, 2019

To:  County Commissioners

From:  Todd R. Mohn, P.E.

Re:  KN/S/G Sewer Capacity Estimate – Schedule A

The KN/S/G Enhanced Nutrient Removal (ENR) Wastewater Treatment Plant is permitted an average daily flow of 3 MGD with specified Total Nitrogen (TN) loadings of 36,547 pounds annually. Our 36-month average actual flow as of January 2019 was 2.021 MGD. Commissioner Resolution #04-68 established a reservation of 500,000 gallons of sewer capacity for failed septic system areas and 200,000 gallons of sewer capacity for future commercial and institutional uses.

We track allocated flows based on development review status, approvals and commitments that have been secured by payment from developers. The beginning balance value we start with is calculated using the prior 36-months measured average actual flow data. Attached is the January 2019 update of this tracking report or “Schedule A”. Page 1 of Schedule A shows both existing and potential sewer capacity allocation commitments by project and page 2 shows our monthly actual flow numbers from 1991 through 2018. We report our actual flow and effluent discharge results to MDE and EPA as required on a monthly basis. This data allows the State to monitor the operation of the plant and to verify that we are meeting all wastewater discharge permit conditions.

At some point, the wastewater treatment plant will approach maximum capacity. Prior to reaching maximum capacity we will have options to expand our capacity limit. Rather than a physical expansion of the plant (which is always an option), a 10-percent capacity increase may be achieved by re-rating the plant based upon its outstanding performance. For example, our TN maximum discharge concentration is 4.0 milligrams/liter and our average for 2018 was only 2.6 milligrams/liter. Comparison of the TN values with the measured flows tell us that for our average annual flow (in 2018) of 2.408 mgd, we could have discharged 29,300 pounds of TN. Our actual TN discharge for 2018 was 19,300 pounds.

A 10-percent re-rating would yield 300,000 gpd of additional plant capacity. This process would be undertaken when we reach a consistent and MDE prescribed 36-month average flow rate equal to 80% of our capacity or 2.4 MGD. Our current 36-month average actual flow rate is 2.021 MGD. Note the current 36-month average includes flow values from the wettest year in our history. The average annual rainfall over the last 20-years was 46.0 inches. The recorded rainfall for 2018 was 74.5 inches. The additional rainfall most certainly had an impact on overall flows recorded last year due to inflow and infiltration. Understandably this is the reason MDE uses average flows over a three year period when evaluating wastewater treatment plant capacities.
SCHEDULE A

KNSG Sewer Capacity Estimate - FOR PLANNING PURPOSES ONLY

January-19

Purpose: To provide an approximation of existing and future sewer treatment capacity available based on current data and information. The projections herein are subject to variation on a monthly schedule resulting from actual flow determinations at the KNSG Plant and to the changing status of projects as listed. This information is for planning purposes only and does not guarantee sewer allocation to any specific project unless expressly indicated below as a commitment.

Assumptions:
- Residential Average Daily Flow = 200 gpd/dwelling
- **- paid in full
- ***- 10% deposit
- ***- 0% deposit

Estimated Existing Capacity¹

<table>
<thead>
<tr>
<th>Existing Capacity Commitments</th>
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<td><strong>Residential Commitments²</strong></td>
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<tr>
<td>- Cloverfields Subdivision</td>
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<tr>
<td>- Bay City Subdivision</td>
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<td>- Prospect Bay Subd</td>
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<tr>
<td>- The Tides</td>
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<tr>
<td>- Hilton Inn Phase 2 Condos</td>
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<td>- Enclave at Prospect Bay</td>
<td>14</td>
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<td>- Chesterhaven Beach</td>
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<tr>
<td>- Perry's Retreat</td>
<td>128</td>
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<td>- Waterman's Cove</td>
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<tr>
<td>- Whitetail Subd (VJ Ventures)</td>
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<tr>
<td>- Four Seasons (Phase 1A)</td>
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<td>*** Existing Misc Residential Infill³</td>
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<td><strong>Commercial Commitments⁴</strong></td>
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<td>- Kaplanes</td>
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<td>- The Vineyards - Phase 2</td>
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<td>- Kent Manor Inn - Proposed</td>
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<td>- 15,000 gpd</td>
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<td><strong>Multi-Use Commitments⁶</strong></td>
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<td></td>
<td>Dwellings</td>
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<tr>
<td></td>
<td>Community Center</td>
</tr>
</tbody>
</table>

ESTIMATED EXISTING CAPACITY REMAINING | 486,257 gpd |

Reserve for SKI Failing Septic Areas⁷ | 437,355 gpd |
Reserve for Commercial/Institutional Use⁸ | 96,657 gpd |

ESTIMATE REMAINING @ 3MG | (47,755) gpd |

Footnotes:
1 Estimated existing capacity is computed as the 36-month rolling average of actual MDE reported plant discharge quantities.
2 Residential Commitments - Vacant Lots of Record that already hold sewer allocation or have placed a 10% deposit.
3 Existing and currently vacant building lots that held a sewer account.
4 Commercial Commitments - Commercial / Other Projects that hold allocation for vacant lots or have placed a 10% deposit.
5 Estimated commercial properties holding excess allocation not currently being used (not connected or flowing).
6 Multi-Use Commitments - Projects that hold allocation for vacant lots, or have placed a 10% deposit, or have an executed DPPA, or other legal obligation. Numbers represent as yet unbuilt units.
7 Includes Kent Island Estates, Romancake and other Route B subdivisions as detailed in the SKI Sanitary Project Report and 650 vacant lots.
8 In accordance with Resolution 04-68 - 200,000 gpd less any Commercial Commitments listed.
<table>
<thead>
<tr>
<th>Year</th>
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<th>2-Year Flow Avg</th>
<th>MDE Est. Capacity</th>
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<td>2017</td>
<td>1.845</td>
<td>1.827</td>
<td></td>
</tr>
<tr>
<td>2018</td>
<td>2.408</td>
<td>2.021</td>
<td></td>
</tr>
</tbody>
</table>

**Average: 2.408 1.845 1.809 1.991 2.134 2.653 1.883 1.923 1.833 1.922 1.688 1.378 1.304 1.393**

**3-Yr Avg: 2.021**

**RAINFALL:**

- 2018: 74.5
- 2017: 24.4
- 2016: 45.20
- 2015: 44.00
- 2014: 44.00
- 2013: 40.90
- 2012: 38.70
- 2011: 49.00
- 2010: 29.80
- 2009: 51.40
- 2008: 43.57
- 2007: 31.23
- 2006: 44.33
- 2005: 45.81

**Annualized Rainfall (2018):** 74.5

**Projected Rainfall Surplus (Deficit):** 26.53
MEMORANDUM

Date: February 12, 2019

To: Sanitary Commission

From: Todd Mohn

Re: Water and Sewerage Allocation Policy

Enforcement of Time Limits & Recapture Provisions

This memorandum is presented to inform the Sanitary Commission about several development projects within the water and sewer service area that have not obtained site development approvals and/or moved into construction. Each project developer/applicant has made a 10-percent deposit to temporarily secure water and sewer allocation for their specific project. Our Water and Sewerage Allocation Policy sets forth scheduling milestones that projects should meet commencing with the approval of a grant of allocation.

Attached for reference is the County’s Water and Sewerage Allocation Policy. This policy is part of the Comprehensive Water and Sewerage Plan, which provides guidelines and procedures for the orderly expansion of public water supply and sewer systems consistent with the County Comprehensive Plan. There are statutory and regulatory requirements in the Code of Maryland Regulations which also provide for the establishment of allocation policies for public water and sewer services.

Our policy sets forth instructions and a process for new developer projects to: 1) amend the Comprehensive Water and Sewerage Plan, and 2) request a commitment for sewer and/or water allocations required to develop a project. When the developer gets to the point of requesting allocations, the allocation must be secured by making a refundable 10-percent monetary deposit within 30-days. Following the 10-percent down payment, the applicant has 35-months to obtain final plan approval and begin construction. During this time period, a public works agreement is executed outlining terms to pay for the allocation in full. Once this action is completed, the developer (now a customer) begins to pay operations and maintenance fees. Section VI of the Allocation Policy outlines time limits beginning on page 186.

Sewer and water allocations represent current capacities of our system. Allocations have considerable value because of their limited availability. The monetary and timing requirements for developers to build and connect to the system are intentional to avoid someone from not using a secured allocation. Such an action could potentially keep a competing developer from building a project due to the unavailability of allocation capacity.
The Water and Sewerage Allocation Policy has a provision for recapturing unused allocations. These provisions are both voluntary and involuntary based on the situation. Voluntary recaptures occur when the developer simply does not obtain site plan approval or elects not to proceed with a project. In this case, the developer initiates the recapture by requesting a refund on either the 10-percent deposit, or the full allocation cost if previously paid, and the allocation becomes available for other applicants.

Involuntary recapture is an empowerment of the Sanitary Commission than can be exercise when a developer has not proceeded with plan approvals or construction. Here the developer has only paid a 10-percent deposit and has remained in a static position beyond specified plan approval and construction timeline milestones. In this case, the Sanitary Commission can initiate allocation recapture procedures. Section IX of the Allocation Policy outlines Recapture Provisions beginning on page 187.

There are six projects listed below that have exceeded all three of the milestones. In total, they are holding 115,930-gpd of sewer allocation (and 39,680-gpd of water allocation). The cost of reimbursement for the deposit would be $393,613 (for water and sewer combined). The County Attorney is of the opinion that the developers of these projects should be given written notice of the opportunity to completely secure the allocation by paying the balance in full within 60-days.

<table>
<thead>
<tr>
<th>Project</th>
<th>Check Date</th>
<th>Sewer Amount</th>
<th>Sewer Flow</th>
<th>Water Amount</th>
<th>Water Flow</th>
<th>Conditional Final (2 years)</th>
<th>Execute PWA (3 months)</th>
<th>Begin Construct (8 months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Enclave (Prospect)</td>
<td>8/20/2010</td>
<td>$8,330</td>
<td>3,500</td>
<td>$5,390</td>
<td>3,500</td>
<td>8/19/2012</td>
<td>11/17/2012</td>
<td>7/15/2013</td>
</tr>
<tr>
<td>Pery’s Retreat</td>
<td>3/10/2015</td>
<td>$100,965</td>
<td>31,750</td>
<td>$ -</td>
<td>0</td>
<td>3/9/2017</td>
<td>6/7/2017</td>
<td>2/2/2018</td>
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<tr>
<td><strong>SUM</strong></td>
<td></td>
<td><strong>$353,932</strong></td>
<td><strong>115,930</strong></td>
<td><strong>$68,673</strong></td>
<td><strong>39,680</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Recommended Motion:**

I move that we advise all the project applicants of the Sanitary Commission’s intention to recapture the allocations granted due to the projects’ failure to achieve the timing milestones set out within the Water and Sewerage Allocation Policy. I further move that each project will be notified via Certified Mail of this impending action and given 60-days to pay the balance due on the allocation fees at current rates and notify them that Ready-to-Serve fees will be initiated following the fourth regularly scheduled quarterly billing following full payment of the allocation fees.
APPENDIX I: WATER AND SEWERAGE ALLOCATION POLICY

I. Purpose

A. The Environment Article, Title 9, Subtitle 5, of the Annotated Code of Maryland, enables County Comprehensive Water and Sewerage Plans to provide for the orderly expansion of public water supply and sewer systems in a manner consistent with applicable County Comprehensive Plans. The statutory authority and regulatory requirements, as codified in the Code of Maryland Regulations 26.03.03, provide the basis for the establishment of allocation policies for water supply and sewerage services.

B. Further, the Queen Anne’s County Sanitary Commission recognizes the value of such a policy and that this water and sewerage allocation policy is adopted in the best interest of the County. The Water and Sewerage Allocation Policy presented herein is designed to:

1. Provide for public knowledge and awareness regarding available capacity in public water and wastewater facilities;

2. Establish a procedure for equitable allocation of available capacity for public water and wastewater systems in such a manner as to protect the public health, safety, welfare, and water quality of the County;

3. Responsibly plan for the future growth of Queen Anne’s County in accordance with the County’s land use and growth management goals and objectives, as established in the Comprehensive Plan and associated ordinances;

4. Wisely manage Queen Anne’s County’s water supply and sewerage treatment resources and to prevent the depletion of underlying water-bearing aquifers or the over-commitment of available sewer treatment capacity;

5. To reserve 500,000 gallons per day of the recently constructed 1 million gallon wastewater capacity expansion to begin serving the communities with public health concerns as identified in the Comprehensive Water and Sewerage Plan, this reserve is not removable without a 4/5 vote of the Queen Anne’s County Sanitary Commission;

6. To reserve 200,000 gallons per day of the recently constructed 1 million gallon wastewater capacity expansion to provide for sufficient sewer treatment capacity reservations for properties within the growth areas designated for commercial and economic growth of the county, this reserve is not removable without a 4/5 vote of the Queen Anne’s County Sanitary Commission;

7. The remaining new 300,000 gallons of capacity is designated for current commitments, and for growth off Kent Island. (Note this restriction of no new residential growth on Kent Island does not apply to minor subdivisions, commercial
apartments, or redevelopment.) Existing commitments are those shown within the attached Schedule A.

8. Provide for sufficient sewer treatment capacity reservations for public service uses and affordable housing projects;

9. Minimize the use of private wells in designated growth areas that are served or planned to be served with a public water supply system;

10. Establish a method by which available capacity is calculated and allocated, and to assure that adequate capacity is available over designated time periods;

11. Insure that sufficient revenue is available to make payment in a cost efficient manner for bond indebtedness resulting from the construction of public water and sewerage systems; and

12. Provide for the administrative procedures, and guidance, for the allocation of water and sewer service in a reasonable, fair, and adequate manner.

II. Applicability

A. This policy applies to all water supply and sewerage collection systems within the Kent Narrows/Stevensville/Grasonville (KN/S/G) water and wastewater service area that are owned, operated, and maintained by the Queen Anne’s County Sanitary Commission.

B. The procedures of this policy are applicable to all applications for sewerage and/or water allocation, except for the following types of applications that will receive sewerage and/or water allocation administratively from the appropriate staff. Staff has the option to refer administrative allocation requests to the Sanitary Commission if deemed to be in the best interest of the County.

1. Vacant single-family lots of record located within the S-1 or S-2 sewerage and/or W-1 or W-2 water service area.

2. Expansions of existing businesses within the S-1 sewerage and/or W-1 water service area, or new connections to businesses in a W-2 water service area, by an allocated flow of up to 1,000 gpd.

3. Residential subdivisions within the S-1 sewerage and/or W-1 water service area consisting of five (5) or fewer dwellings.

4. Minor amendments to major residential subdivisions or other residential developments (minor being defined as 5 or fewer dwellings).
III. Allocation of Available Sewerage Capacity

A. An allocation may be made only if the necessary treatment and conveyance facilities are in-place, or under construction, or are programmed for construction and have an identified funding source, within the first two years of the six-year County Capital Improvement Plan.

B. The Sanitary Commission has determined that it is in the best interest of the citizens of Queen Anne's County that sewerage treatment allocations are targeted towards specific properties and uses over designated time periods consistent with the Comprehensive Water and Sewerage Plan. These allocation targets are beneficial to the County and assure that the County does not over-allocate its wastewater treatment resource. These allocation targets are established as part of this policy and contained in the attached Schedule A for the KN/S/G wastewater treatment plant.

C. On or about October 1 of each calendar year, the directors of the Queen Anne's County Departments of Public Works, Land Use, Growth Management, and Environment, and the Environmental Health Division of the County Health Department may submit a recommendation to the Sanitary Commission to amend the allocation targets as shown in Schedule A. The recommendations may also provide additional data concerning the available treatment capacity for the KN/S/G system. These recommendations should be made in conformance with existing County ordinances and regulations and provide for the continued health, safety, welfare, and comfort of the citizens of Queen Anne's County. Upon receipt of these recommendations, the Sanitary Commission may determine if an amendment to this Water and Sewerage Allocation Policy and/or the Comprehensive Water and Sewerage Plan is in the best interest of the citizens of Queen Anne's County. If an amendment is warranted, the County Commissioners will conduct a public hearing on the matter as part of the County's regular Comprehensive Water and Sewerage Plan amendment cycle.

D. The allocation year shall be the calendar year. It has been decided to allocate the wastewater treatment capacity at a rate not greater than 50,000 gpd per year. The annual limitation proposed is intended to provide for wastewater treatment capacity for the next 20 years. Note administrative allocations are not counted against the 50,000 gpd per year.

E. It is recognized that this policy will need to be modified to accommodate the serving of Public Health Concern areas. It is the intent to serve all the existing homes as soon as sewer service becomes available. However it is also the intent to utilize this policy as one tool to moderate the rate of build-out of the vacant lots.

F. In instances where a non-residential new development connects to public sewer, the Sanitary District may finance the allocation fee over a period not to exceed seven (7) years. An annual finance charge of seven percent (7%), payable quarterly, will be applied to the outstanding balance of the allocation charge over the life of the loan up to the seven-year maximum. Payments towards this debt will be included in the normal utility billing. A project with commercial apartments shall be considered non-residential.
G. Note in cases where a 10% deposit of the cost of the allocation is required, the amount of the deposit cannot be financed.

IV. Allocation of Available Water Capacity

A. An allocation shall be required if facilities are in-place and capacity is available. An allocation may be required provided that additional adequate facilities are guaranteed for construction by means of an acceptable developer surety and a Public Works Agreement.

B. Existing vacant lots of record abutting a water main shall be allocated capacity and shall be required to connect to the public system when development occurs on the property, provided facilities are in-place and capacity is available.

C. Existing uses within the public water service area currently served with individual systems but abutting a water main are required to connect to the public system when the individual system fails, provided facilities are in-place and capacity is available.

D. In instances where a non-residential new developed property elects, or is required, to connect to public water, the Sanitary District may finance the allocation fee over a period not to exceed seven (7) years. An annual finance charge of seven percent (7%), payable quarterly, will be applied to the outstanding balance of the allocation charge over the life of the loan up to the seven-year maximum. Payments towards this debt will be included in the normal utility billing.

E. In instances where an improved property of any nature elects, or is required, to connect to public water, the Sanitary District may finance the allocation fee over a period not to exceed seven (7) years. An annual finance charge of seven percent (7%), payable quarterly, will be applied to the outstanding balance of the allocation charge over the life of the loan up to the seven-year maximum. Payments towards this debt will be included in the normal utility billing.

F. Note in cases where a 10% deposit of the cost of the allocation is required, the amount of the deposit cannot be financed.

V. Allocation Process

A. Properties within the S-6 sewerage, and/or W-6 water, service areas (No Planned Service).

1. No allocation will be granted to S-6 and W-6 service areas. Properties in these service areas must be upgraded via a Comprehensive Water and Sewerage Plan amendment. Refer to Chapter 5 of the Plan for more details.
B. Properties within the S-5 sewerage, and/or W-5 water, service areas

1. No allocation will be granted to S-5 and W-5 service areas. Properties in these service areas must be upgraded via a Comprehensive Water and Sewerage Plan amendment. Refer to Chapter 5 of the Plan for more details.

C. Properties within the S-4 sewerage, and/or W-4 water, service areas

1. No allocation will be granted to S-4 and W-4 service areas. Properties in these service areas must be upgraded via a Comprehensive Water and Sewerage Plan amendment. Refer to Chapter 5 of the Plan for more details.

D. Properties within the S-3 sewerage, and/or W-3 water, service areas

1. No allocation will be granted to S-3 and W-3 service areas. Properties in these service areas must be upgraded via a Comprehensive Water and Sewerage Plan amendment. Refer to Chapter 5 of the Plan for more details.

E. Properties within the S-1 and S-2 sewerage, and/or W-1 and W-2 water, service areas

1. An allocation shall be required for any residential, commercial, industrial, institutional, or public service project within a designated service area that requires either public water or public sewer service or both. Areas available for allocation shall be designated by a “W-1 or W-2” category for water service and an “S-1 or S-2” category for sewer service as shown in the Comprehensive Water and Sewerage Plan, and its accompanying maps.

2. The applicant shall submit an application for allocation to the Sanitary District. When applicable, the allocation application shall be submitted prior to submission of preliminary site or subdivision plans to the Department of Land Use, Growth Management, and Environment. The standard “Water & Sewerage Allocation Application” form attached to this policy shall be used for all applications for allocation. Refer to the instructions at the end of this policy.

3. The Sanitary Commission, or their designee, is authorized and shall approve allocations for water supply and/or sewerage service in conformance with this policy, provided that all conditions subject to the applicant have been satisfied.

4. Upon approval of the allocation the applicant shall make a ten percent (10%) deposit on the total cost of the allocation within thirty (30) calendar days or prior to submission of a plan to the Department of Land Use, Growth Management, and
Environment for site plan or final subdivision review, whichever occurs first. Failure by the applicant to make the deposit within the specified timeframe will void the allocation request. For projects involving phases, the deposit amount will be based on the total demands of the entire build-out of the project. The submission of the deposit does not ‘lock-in’ the rate.

5. The balance of the allocation fees for each phase of the project will be due prior to unconditional site plan, or final subdivision approval, or concurrently with the execution of the Public Works Agreement, whichever occurs first (unless the financing option is available and is selected).

6. Rates to be paid for the allocation will be those in effect at the time of payment in full, or in the case of financing, the rate at the time of the execution of the Public Works Agreement.

7. Refer to the allocation application instructions attached at the end of this policy for a more detailed procedure.

VI. Time Limit on Allocation

A. After a deposit for allocation is received by the Sanitary District, the applicant will have twenty-four (24) months from that date to obtain conditional final site plan or subdivision approval.

B. The applicant then has three (3) months to execute a Public Works Agreement with final payment (if not financing) of the allocation necessary to support at least the first phase of the project.

C. The applicant then has eight (8) months to begin construction of the project.

D. Should the applicant be unable to meet the above timeframes, the allocation granted may be recaptured according to the provisions of Item IX of this policy. In addition, failure to begin construction within three (3) years of a Plan amendment may place the amendment and its associated allocation at risk. Refer to section 5.16.3.2 of the Plan for more information.

E. The County Commissioners may extend a map amendment or project approval only on a showing by the applicant that the failure to begin construction within three (3) years from the date of amendment approval is not the result of the inaction or delay by the applicant. Extensions of time may be granted for a period not exceeding eighteen (18) months. Refer to section 5.16.3.3 of the Plan for more information.
VII. Plan Consistency and Allocation

A. Site plan or final subdivision approval shall be generally consistent with the approved concept or sketch plan for the project and, when applicable, an Adequate Public Facilities Study. Allocation deviations may be denied if the Sanitary Commission or their designee determines that it is not consistent with the objectives of this policy or the Comprehensive Water and Sewerage Plan.

VIII. Alteration and Transfer of Allocation

A. A business allocation may be altered from a single 500-gpd allocation to two (2) 250-gpd business allocations or four (4) 125-gpd business allocations, or any combination thereof. A letter requesting the revision must be sent to the Director of Public Works, or their designee, with reasons given for the necessity of the alteration. No additional allocation fees will be required. Such revisions will be administered by the Department of Public Works.

B. A business allocation may be reduced from a single 500-gpd allocation to a single business 250-gpd allocation or from a single 250-gpd business allocation to a single 125-gpd business allocation, or any combination thereof. A letter requesting the revision must be sent to the Director of Public Works, or their designee, with reasons given for the necessity of the alteration. No refund of returned allocation will be made; however, the user fee will be appropriately reduced at the next quarterly billing. Such revisions will be administered by the Department of Public Works.

C. A single dwelling allocation may be converted to a single 250-gpd business allocation (or two 125-gpd small business allocations), or vice-versa.

D. Other alterations of allocation, other than those listed here, may be made by the Director of Public Works or their designee, on a case-by-case basis.

E. Transfer of allocation is permitted within the same sewer collection area, provided the sewer mains are adequate and provided the properties are owned by the same party, and provided there is a minimum 250 gpd for each use or lot after the transfer is complete.

IX. Allocation Recapture Provisions

A. Allocation may be recaptured on a voluntary or involuntary basis.

1. Voluntary Relinquishment - If a Public Works Agreement was executed, but all or any part of the allocation was never utilized, a refund of the unused allocation fees paid shall be made upon request in writing to the Director of Public Works, or their designee. Note that any ‘refund’ will be made at the rate when paid, not at the rate in effect at the time the refund is made. Also note if the granting of allocation was a
condition of site plan or subdivision unconditional approval, a recapture may render that approval null and void.

2. Involuntary Relinquishment - The Queen Anne’s County Sanitary Commission, for any violation of an executed Public Works Agreement, or for any failure to meet construction or policy timetables, shall be empowered to recapture the allocation. The Sanitary Commission may evaluate individual requests for extension of allocation commitment, however if no request is made to the Director of Public Works, or their designee, in writing prior to two weeks of the expiration of the allocation commitment, the commitment may be deemed void.

B. Allocation recaptures shall be processed administratively by the Department of Public Works:

1. When allocation is recaptured, the County shall not repay any user fees paid, or interest accrued on those fees, to the applicant.

2. When an allocation has been granted and paid, and utilized for any period of time, no refund of the allocation fee, interest or user charges will be paid.

3. When an allocation has been granted, paid but was never utilized, the Department of Public Works will make payment to the applicant in an amount equal to the actual amount paid for the allocation.

4. The next quarterly user charge will reflect the requested reduction in allocation.
SCHEDULE A
KNSG Sewer Capacity Estimate - FOR PLANNING PURPOSES ONLY

SEPTEMBER 2010 Edition

Purpose: To provide an approximation of existing and future sewer treatment capacity available based on current data and information. The projections herein are subject to variation on a monthly schedule resulting from actual flow determinations at the KNSG Plant and to the changing status of projects as listed. This information is for planning purposes only and does not assume.

Assumptions:
- Residential Average Daily Flow = 200 gpd per dwelling

Part I. Existing Capacity Commitments

<table>
<thead>
<tr>
<th>Estimated Existing Capacity</th>
<th>1,107,000 gpd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Commitments²</td>
<td>vacant lots</td>
</tr>
<tr>
<td>Cloverfields Subdivision</td>
<td>21</td>
</tr>
<tr>
<td>Bay City Subdivision</td>
<td>14</td>
</tr>
<tr>
<td>Greenwood Subdivision</td>
<td>5</td>
</tr>
<tr>
<td>Prospect Bay Subd</td>
<td>10</td>
</tr>
<tr>
<td>The Tides</td>
<td>15</td>
</tr>
<tr>
<td>Hilton Inn Phase 2</td>
<td>8</td>
</tr>
<tr>
<td>Cole/Waterman</td>
<td>9</td>
</tr>
<tr>
<td>Lee Road (combined)</td>
<td>7</td>
</tr>
<tr>
<td>Bay East</td>
<td>49</td>
</tr>
<tr>
<td>Collier Road (combined)</td>
<td>6</td>
</tr>
<tr>
<td>Enclave at Prospect Bay</td>
<td>14</td>
</tr>
<tr>
<td>Existing Misc Residential Infill³</td>
<td>60</td>
</tr>
</tbody>
</table>

Commercial Commitments⁴

| KRM - Lot 8     | 5,411 gpd |
| Penguin Ventures Bldg 2+ | 2,662 gpd |
| Penguin Ventures Building 3 | 1,296 gpd |
| Kaplanes        | 800 gpd  |
| Nesbit - UMMS  | 14,985 gpd|
| Nesbit - Other | 15,000 gpd|
| Matalpeake Bay Model Site | 7,500 gpd |
| MD General      | 4,268 gpd |
| Donkak          | 1,400 gpd |
| Bay East        | 958 gpd  |
| RVG (Giant Shopping Center) | 7,866 gpd |
| Holiday Inn Expansion | 1,250 gpd |
| DNR Matalpeake  | 1,750 gpd |
| KN Redevelopment | 2,250 gpd |
| Existing Commercial Not Flowing⁶ | 10,000 gpd | 77,302 gpd |

Multi-Use Commitments⁶

| Four Seasons: |  |  |
| Dwelling (Phase 1) | 400 homes | 80,000 gpd | 85,000 gpd |
| Clubhouse (Phase 1) | 500 gpd | |
| Assisted Living (Phase 2) | 88 units | 4,400 gpd | 194,400 gpd |

Ellendale Subdivision:
- Dwellings | 251 homes | 50,200 gpd | 50,700 gpd |
- Community Center | 500 gpd | |

Gibson's Grant:
- Dwellings | 225 homes | 45,000 gpd | 45,500 gpd |
- Community Center | 500 gpd | |

Cloisters:
- Dwellings | 273 homes | 54,600 gpd | 55,100 gpd |
- Community Center | 500 gpd | |

ESTIMATED EXISTING CAPACITY REMAINING | 565,398 gpd |
### SCHEDULE A

**KNSG Sewer Capacity Estimate - FOR PLANNING PURPOSES ONLY**

**SEPTEMBER 2010 Edition**

### Part II. Capacity Reserves

<table>
<thead>
<tr>
<th>Description</th>
<th>Capacity (gpd)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wet Weather Set-Aside</td>
<td>100,000 gpd</td>
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<tr>
<td>Capital Project Reserve</td>
<td>50,000 gpd</td>
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### Part III. Future/Potential Capacity Commitments

<table>
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<tr>
<th>Description</th>
<th>Capacity (gpd)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve for Failing Septic Areas</td>
<td>500,000 gpd</td>
</tr>
<tr>
<td>Reserve for Commercial Use</td>
<td>200,000 gpd</td>
</tr>
</tbody>
</table>

**ESTIMATE REMAINING @ 3MGD** (294,602) gpd

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**Footnotes:**

1. Estimated existing capacity is computed as the 24-month rolling average of actual MDE reported plant discharge quantity.
2. Residential Commitments - Vacant Lots of Record that already hold sewer allocation or have placed a 10% deposit.
3. Existing and currently vacant building lots that hold a sewer account.
4. Commercial Commitments - Commercial / Other Projects that hold allocation for vacant lots or have placed a 10%
5. Known commercial properties holding excess allocation not currently being used (not connected or flowing).
6. Multi-Use Commitments - Projects that hold allocation for vacant lots, or have placed a 10% deposit, or have an DRRA, or other legal obligation.
7. Includes Kent Island Estates, Romancoke and other Route 8 subdivisions as detailed in the SKI Sanitary Project Report
8. In accordance with Resolution 04-68
Queen Anne’s County – Sanitary District

WATER & SEWERAGE ALLOCATION APPLICATION

The undersigned hereby makes application under the provisions of the Allocation Policy for the KN/S/G Wastewater & Water Subdistrict. Fill in all applicable blanks.

Applicant Data

Name: __________________________________________
Mailing Address: __________________________________________

Telephone: ___________________________ (home) ___________________________ (office)
Name of Agent/Engineer: ___________________________ Phone: ___________________________

Property Data

Project Name: __________________________________________
Street Address: __________________________________________ Town: __________
Tax Map: _________ Parcel: _________ Lot: _________ Other: _________
Acreage: __________ Zoning: __________ Account No.: __________
Current Master Water and Sewerage Plan Designation: W-__ S-____
Existing Use: __________________________________________
Existing Allocation: sewer __________ gpd water __________ gpd

Project Data

Description: __________________________________________

Application is for: sewerage __________ water __________

5/16/2011 191 Water & Sewerage Allocation Policy
Approximate Allocation Required

Note the following calculation will give only an approximate allocation requirement as it regards commercial uses as some allocation class’ flows are rounded up while others are not.

<table>
<thead>
<tr>
<th>USE</th>
<th>SEDERAGE</th>
<th>WATER</th>
</tr>
</thead>
</table>

### Residential

No. of Dwellings: _________ x 250 gpd = ______ gpd ______ gpd

### Commercial Floor Areas

- Warehouse: __________ ft² x 0.03 gpd/ft² = ______ gpd ______ gpd
- Manufacturing: __________ ft² x 0.03 gpd/ft² = ______ gpd ______ gpd
- Retail: __________ ft² x 0.05 gpd/ft² = ______ gpd ______ gpd
- Office: __________ ft² x 0.09 gpd/ft² = ______ gpd ______ gpd
- Deli: __________ ft² x 0.25 gpd/ft² = ______ gpd ______ gpd
- Restaurant: __________ ft² x 0.37 gpd/ft² = ______ gpd ______ gpd
- Fast Food: __________ ft² x 0.50 gpd/ft² = ______ gpd ______ gpd

### Other Commercial

- Use: __________ x _____ gpd = ______ gpd ______ gpd
- Use: __________ x _____ gpd = ______ gpd ______ gpd
- Use: __________ x _____ gpd = ______ gpd ______ gpd

---

**SUBTOTAL** ______ gpd ______ gpd

Less Existing Allocation ______ gpd ______ gpd

---

**TOTAL NEEDED** ______ gpd ______ gpd

The above is true and correct to the best of my knowledge:

Signature: _______________________________ Date: ________________

5/16/2011
Allocation Policy Instructions

Introduction

There are three different processes to acquire sewerage and/or water allocation from the Sanitary Commission. Process 1 is if an amendment into the County’s Comprehensive Water and Sewerage Plan (Plan) is required. Refer to Section 3.16 of the Plan to determine if the project needs an amendment. Process 2 refers to projects that do not require a Plan amendment. Process 3 refers to those allocation requests that can be addressed administratively. Refer to Section II.B of this Policy to see if the allocation request is classified as administrative.

Review Process 1 – Comprehensive Water and Sewerage Plan Amendment Required

Step 1: When an applicant is interested in developing a project which requires both sewerage and/or water allocation and an amendment to the Comprehensive Water and Sewerage Plan, the applicant will first submit a concept site plan or subdivision sketch plan to the Department of Land Use, Growth Management, and Environment. Note this process only applies to properties requesting a Plan amendment from S-3/W-3 to S-2/W-2. No allocation will be granted to any properties with a service area designation of S-5/W-5, S-4/W-4 or S-3/W-3.

The plans must be submitted in compliance with all pertinent sections of the Zoning Ordinance. All applicable departments will review the plans and the applicant will be presented comments. The project will then be scheduled for Staff Technical Advisory Committee (STAC) review, at which time other County and State agencies will be provided the opportunity to ask questions and discuss items which need to be addressed.

Step 2: After the concept or sketch plans have been reviewed by staff and it has been determined that the plans generally comply with all pertinent regulations and ordinances, the plan will be scheduled for review by the Planning Commission. Scheduling of review of the project by the Planning Commission shall be done in conformance with Zoning Ordinance requirements and the rules of the Planning Commission.

Upon review the Planning Commission shall either approve, approve with conditions, or deny the application for the proposed project. The Planning Commission shall base their decision on the standards of review for concept or subdivision sketch plan as outlined in the Zoning Ordinance. They will also evaluate the project in relationship to consistency with growth issues reflected in the County Comprehensive Plan. If approval is granted the applicant will continue to the next step, while those proposals denied approval would have to revise project plans as deemed necessary by the Planning Commission and resubmit at Step 1.

Note: Minor subdivisions and minor site plans are exempt from steps 1 and 2.

Step 3: Once the Planning Commission approves the concept or sketch plan, the applicant shall apply for an amendment to the Comprehensive Water and Sewerage Plan (located in Appendix III of the Plan). All fees associated with the amendment application shall be paid at the time of this submission. The project will then be placed on the next Comprehensive Water and Sewerage Plan amendment hearing scheduled. Refer to Chapter 5 of the Comprehensive
Step 4: Once the Comprehensive Water and Sewerage Plan amendment is heard through the public hearing process and is approved, the applicant shall apply for sewer and/or water allocation. Once received, the allocation request will be placed on the next regularly scheduled meeting of the Sanitary Commission for consideration.

If the amendment is denied, the applicant may: (1) withdraw the application; or (2) revise the proposed development and resubmit to the Planning Commission; or (3) reapply to be considered at a subsequent amendment hearing.

Step 5: If sewerage and/or water allocation application is approved, the applicant shall make a ten percent (10%) deposit on the total cost of the allocation within thirty (30) calendar days of County approval of the allocation. If the deposit is not paid within that timeframe, the allocation commitment may be void. For projects involving phases, the ten percent deposit will be based on the flow demands of the entire buildout of the project.

Step 6: If the allocation request is granted, the applicant shall then apply for preliminary approval from the Planning Commission and proceed on through the Planning approval process in order to achieve conditional final approval. All final subdivision or site plan approvals given in accordance with this policy shall be conditioned on executing a final Public Works Agreement as prescribed in Step 8.

Step 7: After the Sanitary District receives a deposit for allocation, the applicant will have twenty-four (24) months from that date to obtain conditional final site plan or subdivision approval. Site plan or final subdivision approval must be consistent with concept or sketch plan approval. Any major increase in the project's flow from that approved for the concept or sketch plan will be evaluated in accordance with the Comprehensive Water and Sewerage Plan and may result in the loss of the sewerage and/or water commitment.

Step 8: The applicant then has three (3) months to execute a Public Works Agreement with final payment of the allocation (if the financing option is not selected) necessary to support at least the first phase of the project. The applicant then has eight (8) months to begin construction of the project.

Should the applicant be unable to meet the above timeframes, the allocation granted may be recaptured according to the provisions of Item IX of this policy. In addition, failure to begin construction within thirty-six (36) months of a Plan amendment may place the amendment and its associated allocation at risk.
Review Process 2 – Comprehensive Water and Sewerage Plan Amendment NOT Required

Step 1: When an applicant is interested in developing a project which requires only sewerage and/or water allocation that exceeds the amount that can be issued administratively, but does not need an amendment to the Comprehensive Water and Sewerage Plan, the applicant will submit a plan of the development to Land Use, Growth Management, and Environment for preliminary plan and/or subdivision approval review.

The plans must be submitted in compliance with all pertinent sections of the Zoning Ordinance. All applicable review departments will review the plans and the applicant will be presented comments. The project will then be scheduled for Staff Technical Advisory Committee (STAC) review, at which time other County and State agencies will be provided the opportunity to ask questions and discuss items which need to be addressed.

Step 2: After the preliminary plans have been reviewed by staff and it has been determined that the plans generally comply with all pertinent regulations and ordinances, the plan will be scheduled for review by the Planning Commission, if required by the Zoning Ordinance, or by Planning staff if not required. Scheduling of review of the project by the Planning Commission shall be done in conformance with Zoning Ordinance requirements and the rules of the Planning Commission.

Upon review the Planning Commission (or Planning staff – as applicable) shall either approve, approve with conditions, or deny the application for the proposed project. The Planning Commission, or Planning staff, shall base their decision on the standards of review for concept or subdivision sketch plan as outlined in the Zoning Ordinance. They will also evaluate the project in relationship to consistency with growth issues reflected in the County Comprehensive Plan. If approval is granted the applicant will continue to the next step, while those proposals denied approval would have to revise project plans as deemed necessary by the Planning Commission, or Planning staff, and resubmit at Step 1.

Step 3: Once the Planning Commission or Planning staff approves the preliminary plan, the applicant will file an allocation application request with the Department of Public Works. Once received the request will be placed on the next regularly scheduled meeting of the Sanitary Commission for consideration.

Step 4: If the allocation request is approved, the applicant will have to meet the payment details in Step 5. If the request is denied, no allocation shall be deemed granted. In this case, the applicant may: (1) withdraw the application; or (2) revise the proposed development and resubmit to the Planning Commission or Planning staff.

Step 5: If sewerage and/or water allocation is committed the applicant shall make a ten percent (10%) deposit on the total cost of the allocation within thirty (30) calendar days of County approval of the allocation request. If the deposit is not paid within that timeframe, the allocation commitment will be void. For projects involving phases, the ten percent deposit will be based on the flow demands of the entire build out of the project.
**Step 6:** After the Sanitary District receives a deposit for allocation, the applicant will have twenty-four (24) months from that date to obtain conditional final site plan or subdivision approval. Site plan or final subdivision approval must be consistent with concept or sketch plan approval. Any major increase in the project's flow from that allocated may result in the loss of the sewerage and/or water allocation. All final subdivision or site plan approvals given in accordance with this policy shall be conditioned on executing a final Public Works Agreement as prescribed in Step 7.

**Step 7:** The applicant then has three (3) months to execute a Public Works Agreement with final payment of the allocation (if the financing option is not selected) necessary to support at least the first phase of the project. The applicant then has eight (8) months to begin construction of the project.

Should the applicant be unable to meet the above timeframes, the allocation granted may be recaptured according to the provisions of Section IX of this policy.

**Review Process 3 – Administrative Allocations**

**Step 1:** When an applicant is interested in developing a project which requires only sewerage and/or water allocation that does not exceed the amount that can be issued administratively (refer to Section II of this policy), the applicant will submit a plan of the development to Land Use, Growth Management, and Environment for preliminary plan and/or subdivision approval review, (if necessary).

The plans must be submitted in compliance with all pertinent sections of the Zoning Ordinance. All applicable departments will review the plans and the applicant will be presented comments.

**Step 2:** After the preliminary plans have been reviewed by staff and it has been determined that the plans generally comply with all pertinent regulations and ordinances, the applicant may request the allocation to be granted administratively.

**Step 3:** The allocation shall be paid in full (if the financing option is not selected), concurrently with the execution of a Public Works Agreement, at the time of the request.
<table>
<thead>
<tr>
<th>Review Process 1</th>
<th>Review Process 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Comprehensive W&amp;S Plan Amendment</strong></td>
<td><strong>No Amendment Required</strong></td>
</tr>
<tr>
<td>1. Submit Concept Plan to PC</td>
<td>1. Submit Preliminary Plan to PC</td>
</tr>
<tr>
<td>2. Concept Plan Approval by PC</td>
<td>2. Prelim Plan Approval by PC</td>
</tr>
<tr>
<td>3. Apply CWSP Amend S-3 to S-2 to CC</td>
<td>3. Request Allocation of SC</td>
</tr>
<tr>
<td>4. CWSP Amendment Approval by CC</td>
<td>4. Allocation Granted by SC</td>
</tr>
<tr>
<td>5. Request Allocation of SC</td>
<td>5. Make 10% Deposit on Allocation</td>
</tr>
<tr>
<td>6. Allocation Granted by SC</td>
<td>6. Apply for Final Approval to PC</td>
</tr>
<tr>
<td>7. Make 10% Deposit on Allocation</td>
<td>7. Conditional Final Approval Granted by PC</td>
</tr>
<tr>
<td>8. Submit Adequate Public Facility Study</td>
<td>8. Submit Surety, Fees, etc.</td>
</tr>
<tr>
<td>9. Submit Preliminary Plan to PC</td>
<td>9. Submit Remaining Allocation Fee</td>
</tr>
<tr>
<td>10. Prelim Plan Approval by PC</td>
<td>10. Developer Executes PWA</td>
</tr>
<tr>
<td>11. Apply for Final Approval to PC</td>
<td>11. SC Executes PWA</td>
</tr>
<tr>
<td>12. Conditional Final Approval Granted by PC</td>
<td>12. Plans/Plats Signed by Staff</td>
</tr>
<tr>
<td>13. Submit Surety, Fees, etc.</td>
<td>13. Plans/Plats Signed by PC</td>
</tr>
<tr>
<td>14. Submit Remaining Allocation Fee</td>
<td></td>
</tr>
<tr>
<td>15. Developer Executes PWA</td>
<td></td>
</tr>
<tr>
<td>16. SC Executes PWA</td>
<td></td>
</tr>
<tr>
<td>17. Plans/Plats Signed by Staff</td>
<td></td>
</tr>
<tr>
<td>18. Plans/Plats Signed by PC</td>
<td></td>
</tr>
</tbody>
</table>

**Legend**

- CC – County Commission  
- PC – Planning Commission (or Planning staff)  
- SC – Sanitary Commission  
- PWA – Public Works Agreement
<table>
<thead>
<tr>
<th>Review Process 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Allocation</td>
</tr>
<tr>
<td>1. Submit Preliminary Plan to PC</td>
</tr>
<tr>
<td>2. Prelim Plan Approval by PC</td>
</tr>
<tr>
<td>3. Apply for Final Approval to PC</td>
</tr>
<tr>
<td>4. Conditional Final Approval Granted by PC</td>
</tr>
<tr>
<td>5. Request PWA from Staff</td>
</tr>
<tr>
<td>6. Submit Surety, Fees, etc.</td>
</tr>
<tr>
<td>7. Submit Allocation Fee</td>
</tr>
<tr>
<td>8. Developer Executes PWA</td>
</tr>
<tr>
<td>9. Staff Executes PWA</td>
</tr>
<tr>
<td>10. Plans/Plats Signed by Staff</td>
</tr>
<tr>
<td>11. Plans/Plats Signed by PC</td>
</tr>
</tbody>
</table>

Legend

CC – County Commission
PC – Planning Commission
SC – Sanitary Commission
PWA – Public Works Agreement
MEMORANDUM

Date: February 12, 2019

To: Sanitary Commission

From: Alan Quimby

Re: FY 19 Office Trailer – Sewer Collection Division

The FY 19 budget had $60,000 budgeted for the permanent installation of a 12-foot x 60-foot office trailer to house the sewer collection division. This division is responsible for keeping the various sewer collection systems in efficient operation and is the Sanitary District’s largest division which now consists of 15 employees. Currently this division is confined to the Sanitary District’s smallest office space (9-ft x 14-ft) which contains two desks, file cabinets, supplies, etc. As this division will see the most growth as Southern Kent Island is further served, the current situation is untenable.

Bids were opened on February 5, 2019 and the results are shown below:

<table>
<thead>
<tr>
<th>Company</th>
<th>Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMH Environmental, Inc. – Glenwood MD</td>
<td>$ 49,980.00</td>
</tr>
<tr>
<td>Modular Genius – Joppa MD</td>
<td>$ 51,362.00</td>
</tr>
<tr>
<td>Vesa Modular – Jacksonville NC</td>
<td>$ 62,500.00</td>
</tr>
</tbody>
</table>

If agreeable, please make a motion similar to the following:

I move to award the bid for the Collection Division’s office trailer to EMH Environmental, Inc. in the amount of $49,980.00 and authorize the Director of Public Works to execute the Agreement once all necessary submittals are in place.
Sanitary District

FY 19 Capital Equipment Budget

<table>
<thead>
<tr>
<th>Approved FY 19 Budget Item</th>
<th>$60,000.00</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Expenditures</th>
<th>Quantity</th>
<th>Item</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Office Trailer</td>
<td>$ 49,980.00</td>
</tr>
</tbody>
</table>

| Remaining Balance | $ 10,020.00 |
Date: February 12, 2019

To: County Commissioners

From: Todd R. Mohn

Re: Earth Day School Video Contest and Countywide Roadside Cleanup

Earth Day is April 22, 2019. To promote Earth Day and the Countywide Roadside Cleanup Event, the Department of Public Works is again holding a Facebook “Likes” contest for all area schools. This is a 60 second video contest on the importance of Earth Day. The schools are given free range on what aspect of Earth Day they want to promote. There will be one winning school for each level (Elementary, Middle and High).

The videos will air on multiple county Facebook pages from March 25th to April 8th. The three winning schools will be announced on April 12th. The winning schools will each receive a banner for the “Best Idea for Earth Day 2019”. Banners will be presented to the three schools on April 20th. The winning three schools will also receive recognition and a certificate at the April 23rd Commissioner Meeting.

Each Facebook video post also promotes the 2019 Countywide Roadside Cleanup Event on April 27 – 29. This is a three day cleanup event so individuals, groups and businesses can schedule their collections during the weekend or on Monday morning. The county will provide bags, gloves and vests. County staff will start providing pickup of all materials collected during the weekend cleanup event on Monday, April 29th at 11:00 am. An informational flyer is attached.
Earth Day!
Join the Fight,
Do what's Right!

Queen Anne’s County Commissioners are sponsoring a Countywide Roadside Clean Up Event!

Help Us Celebrate EARTH DAY by

Joining Us on April 27, 28 or 29, 2019

Improve our EARTH and QUEEN ANNE’S COUNTY by selecting a road, school, park or community area. Individual, Group and Business Participation Welcome!

To Sign up:
- Online at www.qac.org under Public Works
- Email cleanup@qac.org
- At supply locations listed below
- Call Public Works at 410-758-0920.

Free gloves, trash bags and reflective vests will be available at supply locations below beginning April 5th.

- QAC Public Works
- Finance Office
- Planning & Zoning
- Kent Island Library
- Centreville Library
- Chesapeake Heritage & Visitor Center

Bags will be picked up by the Public Works Department on Monday, April 29th starting at 11:00 AM.

For more information please contact: CleanUp@qac.org or QAC Roads Dept 410-758-0920 or Facebook at Queen Anne’s County Public Works

Ask about our Adopt-A-Road Program!
Queen Anne’s County Department of Public Works is having a contest for local schools to create a video showing how you can celebrate Earth Day!

Each school that participates submits ONE video for that school (1 per school) that promotes ways to celebrate Earth Day. The students need to create a 60 second maximum video showing their idea. **Videos will need to be submitted by March 18th.** Please remember when picking a song for the video that some songs cannot be used due to copyright rules. This link can be used to check a songs availability [https://www.youtube.com/music_policies?ar=2](https://www.youtube.com/music_policies?ar=2).

The video submitted by each school will be placed on the DPW Facebook page from March 25th to April 8th. The video that gets the most “likes” in each of the three levels (Elementary, Middle, and High School) will be the winner. The three winners will be announced on April 12th.

The winning three schools will each get a banner that can be displayed in the school that names them as having the “Best Idea for Earth Day 2019”. Banners will be presented to the three schools on April 15th.

The winning three schools will also get recognition at the April 23rd Commissioner Meeting.

If your school will be participating please notify Connie Toulson, Recycling Coordinator, by March 15th at (410)758-0925 or email- [ctoulson@qac.org](mailto:ctoulson@qac.org).

Videos will also be submitted to Connie Toulson at email address above.
Earth Day 2019

What is the contest?
Queen Anne’s County Department of Public Works is having a contest for local schools to create a video showing how you can celebrate Earth Day!

Who can participate?
Each school in the county can submit one 60 second maximum video for that school. They will be separated into Elementary, Middle and High School levels.

When do the videos have to be in by?
Notify Connie Toulson that your school is participating by March 15th. Videos must be submitted by March 18th.

When will winners be announced?
Videos will be posted March 25 - April 8; winners announced on April 12.

What do we win?
A banner for your school that says you had the best idea!
DATE: January 23, 2019

TO: Queen Anne’s County Commissioners

FROM: Mike Clark, Chief of the Division of Housing & Community Services

SUBJECT: Signature Requested for Matapeake Industrial Park Grant – Semi Annual Progress Report - Grant Number MD-11-ED-70

Attached is the Semi Annual Progress Report for grant number MD-11-ED-70 which regards the Matapeake Industrial Park grant. The form has been completed by the staff in the Division of Housing after talking with the representatives of the four businesses located in the Industrial Park who are eligible to be included in the progress reports. The grant has been in effect since 2011 when the original award of $575,000 was made. The park is adjacent to the Matapeake Beach and Clubhouse facility.

In order to finalize this report, a signature from the President of the Board of County Commissioners is required on the attached CDBG Semi-Annual Progress Report form.

ACTION RECOMMENDED:

I move that Commission President Moran sign the Semi-Annual Progress Report as presented for the Community Development Block Grant number MD-11-ED-70, regarding Matapeake Industrial Park, which covers the time period of July 1, 2018 through December 31, 2018.
SECTION I: GRANT INFORMATION

Grantee: Queen Anne’s County
Subrecipient: N/A
Grant Number: MD-11-ED-70
Grant Name: Matapeake Industrial Park
Grant Street Address: MD Route 8, Kent Island, Maryland
Grant Start Date: April 1, 2011
Grant End Date: March 31, 2013
National Objective: Benefit to Low and Moderate Income Individuals- Job Creation (LMJ)

SECTION II: GRANT PROGRESS

Reporting Period
July 1 – December 31, 2018 (Due January 10th)
January 1 – June 30, 20____ (Due July 10th)

Is the project on schedule? Yes ☐ No ☑
Is this the final report for this project? Yes ☐ No ☑

Was preparation of a single audit required during this reporting period? Yes ☐ No ☑
If yes, was a copy of the single audit provided to the CDBG Program Director? Yes ☐ No ☑

Were contracts for construction or other services related to this project awarded during this reporting period? Yes ☐ No ☑
Yes, please provide each contractor’s name, the amount of each contract, and the date each contract was signed and whether or not they are MBE, WBE or Section 3 businesses.

Discuss project progress during this reporting period and, if applicable, discuss any problems or challenges.

Representatives from the Maryland Department of Housing and Community Development agreed to extend the time period for job creation until February 28, 2019.

SECTION III: GRANTEE CONTACT PERSON

Contact Name: James P. Lomax
Title: Housing Program Manager
Phone Number: 410-758-3977
Fax Number: 410-758-4499
Email Address: mlomax@qac.org

SECTION IV: CERTIFICATION OF CHIEF ELECTED OFFICIAL

I certify that the information in this report is accurate and correct.

Signature: ______________ Title: Commission President Date: ______________
### ECONOMIC DEVELOPMENT ACTIVITIES

#### SECTION V: PERFORMANCE - OUTCOME DATA AND BENEFICIARIES FOR ECONOMIC DEVELOPMENT ACTIVITIES

**Proposed Job Creation - Full Time Jobs:** 60  
**Full Time Low Mod Income (LMI):** 31 (positions made available to LMI persons. *Grantee is not to change the proposed numbers of beneficiaries.*)

<table>
<thead>
<tr>
<th>Actual Unduplicated Job Positions Created During the reporting period:</th>
<th>July 1 To December 31</th>
<th>January 1 To June 30</th>
<th>Total for the Program Year</th>
<th>Cumulative Total (all years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total unduplicated full time job positions created</td>
<td>9</td>
<td></td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>Total unduplicated full time job positions made available to Low Moderate Income (LMI) Persons through job creation</td>
<td>9</td>
<td></td>
<td></td>
<td>16</td>
</tr>
<tr>
<td>Of the total of unduplicated full time job positions created, the total number of full time jobs taken by LMI Persons</td>
<td>9</td>
<td></td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

#### Other Data: Of all unduplicated job positions created during the reporting period, enter the total number of:

<table>
<thead>
<tr>
<th></th>
<th>July 1 To December 31</th>
<th>January 1 To June 30</th>
<th>Total for the Program Year</th>
<th>Cumulative Total (all years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job positions with employer sponsored health care</td>
<td>5</td>
<td></td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>Persons unemployed prior to taking jobs created by this activity</td>
<td>9</td>
<td></td>
<td></td>
<td>11</td>
</tr>
</tbody>
</table>

#### Job Classifications (as defined by the Economic Development Administration (EDA) provided with the instructions for this report)

Provide the total number of all unduplicated jobs created in each job classification:

<table>
<thead>
<tr>
<th></th>
<th>July 1 To December 31</th>
<th>January 1 To June 30</th>
<th>Unduplicated Total for the Program Year</th>
<th>Cumulative Total (all years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officials and Managers</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Professional</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technicians</td>
<td>5</td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Sales</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office and Clerical</td>
<td>2</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Craft Worker (skilled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>operatives (semi-skilled)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laborers (unskilled)</td>
<td>2</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Service Workers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total actual unduplicated job positions created by classification must equal total jobs created during the reporting period.</td>
<td>9</td>
<td></td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

#### DUNS NUMBER (Data Universal Numbering System for Each Business Assisted)

Note: A DUNS number is required by HUD for every business assisted. If the business does not have a DUNS number, see the instructions that came with this report for information on obtaining a DUNS number.

<table>
<thead>
<tr>
<th>Business Name</th>
<th>Trading As</th>
<th>Business Address</th>
<th>Business’ DUNS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michigan Manufacturing</td>
<td>Michigan Manufacturing</td>
<td>1625 Sonny Schulz Boulevard Stevensville, MD 21666</td>
<td>015641306</td>
</tr>
<tr>
<td>Chesapeake Wiper &amp; Supply Company</td>
<td>RagLady</td>
<td>1415 Sonny Schulz Blvd A Stevensville, MD 21666</td>
<td>130233158</td>
</tr>
<tr>
<td>Marine Management, Inc.</td>
<td>(DBA) Commercial Carpets Logistics</td>
<td>1310 Sonny Schulz Blvd Stevensville, MD 21666</td>
<td></td>
</tr>
<tr>
<td>Sealing Technologies</td>
<td>Sealing Technologies</td>
<td>1310 Sonny Schulz Blvd Stevensville, MD 21666</td>
<td></td>
</tr>
</tbody>
</table>
### Proposed Beneficiaries for Job Creation

**All:** 60  **Low Moderate Income (LMI):** 31  
*Grantee is not to change the proposed numbers of beneficiaries.*

<table>
<thead>
<tr>
<th>Actual Beneficiaries – Job Creation</th>
<th>July 1 To December 31</th>
<th>January 1 To June 30</th>
<th>Unduplicated Total for the Program Year</th>
<th>Cumulative Total (all years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>9</td>
<td>9</td>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>

### Race and Ethnicity of Beneficiaries

<table>
<thead>
<tr>
<th>HUD CODE 11: White</th>
<th>All 6</th>
<th>Of all, the number with Hispanic Ethnicity 6</th>
<th>All 12</th>
<th>Of all, the number with Hispanic Ethnicity 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUD CODE 12: Black or African American</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>HUD CODE 13: Asian</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>HUD CODE 14: American Indian / Alaskan Native</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>HUD CODE 15: Native Hawaiian / Other Pacific Islander</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>HUD CODE 16: American Indian / Alaskan Native and White</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>HUD CODE 17: Asian and White</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>HUD CODE 18: Black / African American and White</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>HUD CODE 19: American Indian / Alaskan Native and Black / African American and White</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>3</td>
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<tr>
<td>HUD CODE 20: Other Multi Racial</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

### Race and Ethnicity of Beneficiaries

<table>
<thead>
<tr>
<th>Race and Ethnicity of Beneficiaries</th>
<th>July 1 To December 31</th>
<th>January 1 To June 30</th>
<th>Unduplicated Total for the Program Year</th>
<th>Cumulative Total (all years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>9</td>
<td>9</td>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>

### Income Levels of Beneficiaries

<table>
<thead>
<tr>
<th>Income Levels of Beneficiaries</th>
<th>July 1 To December 31</th>
<th>January 1 To June 30</th>
<th>Unduplicated Total for the Program Year</th>
<th>Cumulative Total (all years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extremely Low Income ((Up to 30% of median)</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Low Income (30% to 50% of median)</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Moderate Income (50% to 80% of median)</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Non-Low to Moderate Income (80% and above of median)</td>
<td>7</td>
<td>7</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

### Income Levels of Beneficiaries

<table>
<thead>
<tr>
<th>Income Levels of Beneficiaries</th>
<th>July 1 To December 31</th>
<th>January 1 To June 30</th>
<th>Unduplicated Total for the Program Year</th>
<th>Cumulative Total (all years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total of Unemployed beneficiaries hired during the reporting period</td>
<td>9</td>
<td>9</td>
<td>16</td>
<td></td>
</tr>
</tbody>
</table>

### Other Job Creation Beneficiary Data:

<table>
<thead>
<tr>
<th>Of the persons hired during the reporting period, enter unduplicated number of:</th>
<th>July 1 To December 31</th>
<th>January 1 To June 30</th>
<th>Unduplicated Total for the Program Year</th>
<th>Cumulative Total (all years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disabled Persons</td>
<td>2</td>
<td>2</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Female Head-of-Household</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Persons 62 or older</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Military Veterans</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

*Queen Anne's County MD-11-ED-70/PY 2011/ Activity # 5525*
January 10, 2019

Cindy Stone, Director
Community Development Programs
Maryland Department of Housing and Community Development
Neighborhood Revitalization
7800 Harkins Road
Lanham, MD 21706

Re: MD-11-ED-70 Industrial Park Improvements

Dear Director Stone:

I am sorry we were not able to meet this year to discuss the job growth at Matapeake Industrial Park. In discussions with Ms. Dona Sorce, she indicated that if we submitted our semi-annual jobs report, plus a summary of activity at Matapeake, it would suffice. Attached, please find our report.

While we are still well short of our employment goals, we are seeing new development at the site which we think will ultimately provide us the required jobs. The current status at Matapeake is:

Lot 1 – Owner Reichardt Kent Island – Not built but will be operating as Dogwood Acres Kennels – Going through site plan process, 15 new full-time and 35 part-time once fully established. Although they are not part of Phase I, they are contractually obligated to sign a jobs agreement with us.

Lot 2 – County retained

Lot 3 – Owned by Sealing Trust LLC – Operating as Commercial Carpet Logistics (CCL) and Sealing Technologies Integrated (STI). CCL employs 12 full-time (5 of which are new since relocating to Matapeake) and STI employs 4 full-time all of which are new hires as this is a new company. STI plans to employee 2 new full-timers within the next year.

Lot 4 – Owned by Miltec UV LLC – Operating as Miltec – Not to be the boy who cried wolf, but they indicate that they want to begin construction this year. They currently employ 57 and plan on adding 27 full-time.
Lot 5 – Island Maize and Blue LLC – as you know, Jacob Prak build flex space. They had added one new business, Lee C Parts, Inc. that employs 3 and will be hiring 2 more in 1st qtr. 2019.

Lot 6 – Owned by TMP Ventures LLC – Operating as The Rag Lady – Teresa has 3 and plans on adding 2 more full-time this year.

Lot 7 – Owned by Sonny Schulz Blvd LLC – Not built but will be operating as Upright Scaffold USA, LLC, currently located in Preston, MD, imports scaffold from Ireland and sells that product throughout the US and will be relocated to Matapeake. Upright employs 3 individuals; however, the number is expected to double in the next 2-4 years. Upright would occupy approx. 25% of the developed space. East Coast Rigging & Contracting Co., Inc. (“ECR”), is based in Laurel, Maryland currently employs approx. 44 individuals. ECR will move its hoist and swing stage operation to Matapeake Professional Park. This division would require the employment of 3-4 full time individuals. ECR would occupy approx. 25% of the developed space. Remaining 50% of the developed space to be used as flex space.

As you know, Lots 3, 4, 5 and 6 (Lot 6 was administratively subdivided to add acreage from Lot 5 thus making it eligible) are all part of Phase I, which the jobs agreement pertains to. As we have discussed in the past, the infrastructure that was constructed (entrance road, sewer/water, storm sewer system) utilizing CDBG funds serve all of the lots at Matapeake. Based on this, it is our hope that all jobs created at Matapeake could be counted toward the original job creation goal.

Sincerely,

Gregg A. Todd
Administrator

cc: Mike Clark, County
    Mickey Lomax, County
    Dona Sorce, DHCD
    Les Hall, DBED

LIVE • WORK • PLAY in QA
things to do...places to go...ways to grow your business...scan for info
MEMORANDUM

Date: January 31, 2019

To: County Commissioners

From: Mike Watson, Chief of Operations, Department of Parks & Recreation
Via: Steve Chandlee, Director, Department of Parks & Recreation

Subject: FY 2019 Department of Parks Vehicle Replacement

The Department of Parks is requesting to purchase a 2019 Ford F350 pickup, from Apple Ford, Columbia, MD, for $31,951.00 using the Maryland Department of General Services Contract. (BPO# 001139400178) This vehicle purchases are part of the systematic replacement of Park Fleet Vehicles. We will be replacing a 1998 Chevrolet 1500 Pickup truck, which has been removed from service, do to safety inspections and high mileage. (over 200,000) 

Requested Action:

I move to authorize the Department of Parks & Recreation to purchase a 2019 Ford F350 pickup, from Apple Ford, Columbia, MD, for $31,951.00 using the Maryland Department of General Services Contract. Funding to come from the Department of Parks & Recreations FY 2019 Capital Equipment Budget.

cc: Jon Seeman
PARKS AND RECREATION DEPARTMENT
FY 2019 CAPITAL EQUIPMENT

Approved FY19 Capital Equipment $229,400.00

Expenditures:

<table>
<thead>
<tr>
<th>Item</th>
<th>Actual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two (2) 6' 10&quot; x20&quot; Trailer</td>
<td>$8,030</td>
</tr>
<tr>
<td>2018 Dodge Ram 5500 Crew Cab with Landscaper Dump</td>
<td>$61,864</td>
</tr>
<tr>
<td>Creighton 8'x20' Enclosed Trailer</td>
<td>$6,665</td>
</tr>
<tr>
<td><strong>Total FY19 Expenditures</strong></td>
<td><strong>$76,559</strong></td>
</tr>
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</table>

Current FY19 Capital Equipment Budget $152,841.00

Proposed Expenditures

<table>
<thead>
<tr>
<th>Item</th>
<th>Actual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Ford F350 Regular Cab 4 Wheel Drive Pickup</td>
<td>$31,951</td>
</tr>
</tbody>
</table>

FY19 Remaining Budget with Proposed Expenditure $120,890.00
MEMORANDUM

Date: February 12, 2019

To: County Commissioners

From: Stephen Chandlee, Director, Department of Parks and Recreation

Subject: Artificial Turf Vendor

The Department of Parks and Recreation is requesting to contract with FieldTurf to install two (2) artificial turf fields. Each high school would have their stadium field replaced.

A committee was comprised of officials from Parks and Recreation, Public Works, Board of Education, County Administrator, Gregg Todd, Commissioners Moran and Dumenil. On January 4, 2019, the group visited four sites that represented the three (3) vendors that were invited to submit proposals. The vendors were FieldTurf, Act Global and Shaw/LDDS.

All of the vendors participate in the government pricing program known as a Sourcewell (formerly known as NJPA). Therefore, no formal bids were required.

On January 18, 2019, each vendor was allotted 90 minutes for their presentation to the committee. During this time, the vendors gave their proposal and answered questions from the committee. At the end of the day, the group recommended FieldTurf as the selected vendor. It was determined FieldTurf would best meet the needs of the county on this project.

Requested Action:
I move to authorize the Department of Parks to contract with FieldTurf to design and construct/install two (2) artificial turf fields one for Kent Island HS and one for Queen Anne’s County HS $2,300,000 from Project #400915.

cc: Jon Seeman
### FY 2019 Artificial Turf

**Approved FY19 Artificial Turf**  
$2,300,000.00

**Proposed Expenditures:**  
- Field Turf (2 Turf Fields and Installation)  
  $2,300,000  
- Total FY19 Expenditures  
  $2,300,000

**FY19 Remaining Budget with Proposed Expenditure**  
$0.00
MEMORANDUM

Date: February 12, 2019

To: County Commissioners

From: Mike Watson, Chief of Operations, Department of Parks & Recreation
Via: Steve Chandlee, Director, Department of Parks & Recreation

Subject: Playground Structure at Sudlersville Park

The Department of Parks and Recreation is requesting to contract with Cunningham Recreation to install a playground structure designed for the ages of 2-5 at Sudlersville Park. Over 90% of our playgrounds for both the Board of Education and Parks and Recreation have been purchased and installed by the local vendor Cunningham Recreation.

This installation project will be the third and final step of the playground closing, removal and replacement process. After consistent use since 1996 the previous playground structure failed to meet ASTM standard, deeming it unsafe for users it was later taken out of service by the department’s playground inspector. After installation, Sudlersville Park will once again offer a structure designed solely for users within the ages of 2-5 year old.

Funding in the amount of $40,000.00 is available in the Department of Parks’ FY 2019 Parks Playgrounds #400909.

Requested Action:
I move to authorize the Department of Parks and Recreation to contract with Cunningham Recreation to install a Playground Structure at Sudlersville Park using $39,496.14 from the Department of Parks’ FY 2019 Parks Playgrounds #400909.
<table>
<thead>
<tr>
<th>Approved FY19 Parks Playground</th>
<th>$40,000.00</th>
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</thead>
<tbody>
<tr>
<td>Proposed Expenditures:</td>
<td></td>
</tr>
<tr>
<td>Cunningham Recreation (2-5 playground structure) with Installation</td>
<td>$39,946</td>
</tr>
<tr>
<td><strong>Total FY19 Expenditures</strong></td>
<td>$39,946</td>
</tr>
<tr>
<td><strong>FY19 Remaining Budget with Proposed Expenditure</strong></td>
<td>$53.86</td>
</tr>
</tbody>
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MEMORANDUM

TO: County Commissioners
   Gregg Todd, County Administrator

FROM: Jesse Parks, Chairman

CC: Economic Development Commission
   Planning Commission
   Michael Wisnosky, Director, Planning and Zoning
   Jean Fabi, Economic Development Manager, Economic and Tourism Development

DATE: January 30, 2019

SUBJECT: Review of Proposed Text Amendments and Participation in the Comprehensive Plan Process

I would like to take this opportunity to introduce myself as the new Chairman of the Economic Development Commission. I am Jesse Parks, Senior Vice President of KRM Development Corporation. I bring 14 years of experience in leasing, marketing, and permitting in Queen Anne's County.

On behalf of the Economic Development Commission, I thank you for voting to increase the number of members allowed to sit on this commission. We are pleased with the new members selected, and we are excited about the new ideas and broader industry sectors these members represent. This increase will aid in accomplishing the goals that the EDC will set for the upcoming year.

With the broad backgrounds and knowledge that the EDC members bring to the table, we are very well positioned and eager to be involved with the processes that concern economic development in the county. The EDC recognizes that amendments to the current zoning codes and the adoption of an updated Comprehensive Plan strongly impact economic development. We look forward to working with the Planning Commission on these matters.

The EDC requests to be notified by the Department of Planning and Zoning upon receipt of any proposed amendments to Chapters 14 and 18 of the Queen Anne's County Code submitted by the public or introduced by the County Commissioners. In addition, the EDC requests the ability to provide commentary and recommendations on any proposed amendments as it deems having an impact on economic growth. In order to accomplish this and stay efficient, we request that the staff reports for proposed amendments, as well as the information package be distributed digitally to the EDC prior to the Planning Commission meetings. We welcome your guidance to establish this process and I look forward to coming before you to give regular updates on EDC activities.

SUGGESTED MOTION:

I motion to approve the Economic Development Commission be included in the comment and review process for proposed amendments to Chapters 14 and 18 of the Queen Anne’s County Code effective immediately.
The establishment of an Employee Awards Committee is authorized in Subtitle 27 of the Human Resources section of the County Code. The committee:

- Provides oversight for all County employee awards
- Makes recommendations to the County Commissioners to more effectively structure and operate the awards program
- Receives and evaluates each employee suggestion
- Refers suggestions to specific County departments for technical evaluation in order to establish their merit on the basis of practical application and amount of cost savings associated with such suggestions, if any
- Obtains independent technical evaluations of suggestions
- Makes a determination of the amount of an employee award and makes the award recommendation to the County Commissioners

Staff contact person is Beverly Churchill 410-758-4406. 2 county employees/2 citizens. 3 year term.

**Number of Vacancies:** 1 Employee

**Number of Applicants:** 1

- Teresa Ward

<table>
<thead>
<tr>
<th>Current Members</th>
<th>Term Began</th>
<th>Term Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dave Crow, Employee</td>
<td>October 1, 2017</td>
<td>October 31, 2019</td>
</tr>
<tr>
<td>Alison Davis</td>
<td>March 21, 2017</td>
<td>December 31, 2020</td>
</tr>
<tr>
<td>Jenny Sargent, Citizen</td>
<td>November 8, 2016</td>
<td>December 31, 2019</td>
</tr>
<tr>
<td>Steve Scott, Employee</td>
<td>January 1, 2013</td>
<td>October 31, 2019</td>
</tr>
<tr>
<td>Gregg Todd, County Administrator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teresa Ward, Employee</td>
<td>April 1, 2015</td>
<td>May 6, 2019</td>
</tr>
</tbody>
</table>

**Motion:** I move to re-appoint Teresa Ward to a three year term on the Employee Awards Committee to begin immediately and end December 31, 2021.
Department of Emergency Services
Advisory Council

On July 14, 2004 the Board of County Commissioners revised the Queen Anne's County Code, Title 21 Public Safety, to include Article III, Department of Emergency Services. This Article created the Emergency Services Advisory Council. The council is to:

- Advise the department on matters of policy regarding the provision for emergency services in the County.
- Advise the department regarding equipment, standard operating procedures, protocols, medications and emergency services personnel education and training requirements.
- Assist the department regarding emergency services public information and education; and submit to the department a report on the status of emergency services in the County.

Staff contact person is Rebecca Rombro 410-758-4500.

Number of Vacancies: 4
Number of Applicants: 4
- John Cvach (District 2)
- Sandra Early (At-Large)
- Buddy Thomas (Fire Chief)
- Faye Williams (District 1)

Current Members | Membership | Term Began | Term Ends
--- | --- | --- | ---
Scott Haas | DES Director |  | 
Bill Faust | FEC Chairman |  | 
Richard Svoboda | FEC Amb Chair | July 25, 2018 | June 30, 2020
Buddy Thomas | FEC Fire Chief | May 1, 2015 | April 30, 2019
John Cvach | Consumer At-Large | November 30, 2012 | December 31, 2018
Faye Williams | Consumer, District 1 | November 30, 2012 | December 31, 2018
Mike Ranelli | Consumer, District 3 | July 1, 2018 | June 30, 2020
Charles Melson | Consumer, District 4 | April 12, 2016 | April 30, 2020

Motion: I move to re-appoint Faye Williams, John Cvach and Buddy Thomas and appoint Sandra Early to a two year term on the Department of Emergency Services Advisory Council to begin immediately and end June 30, 2021.
Department of Emergency Services Advisory Council

Max # of Member: 9
Term Length: 2 years
Term Begins: N/A
# of Consecutive Terms: N/A
Staggered Terms: Yes

Board contact: Rebecca (Becky) Rombro, 410-758-4500 x 1111, RRombro@qac.org

Membership.
(1) The Director, Department of Emergency Services, will serve as Executive Director to the Council and provide necessary staff support. The Executive Director will have voting authority if the membership's vote results in a tie.
(2) The County will appoint eight voting members to the Council. Voting membership will include representatives as follows:
(a) Fire and EMS Commission Chairman (one),
(b) Fire and EMS Commission Volunteer Ambulance Committee Chairman (one),
(c) Fire and EMS Commission Volunteer Fire Chief (one),
(d) Consumers (five, four of whom shall reside in and represent each of the four County Commissioners Districts in Queen Anne's County and one of whom shall be an at-large member who may reside anywhere in the County)

Membership

| Department of Emergency Services Director | Scott Haas |
| Fire and EMS Commission Chairman | Billy Faust |
| Fire and EMS Commission Volunteer Ambulance Committee Chairman | Richard Scoboda |
| Fire and EMS Commission Volunteer Fire Chief | Buddy Thomas |
| Consumer - At-Large | John Cvach |
| Consumer - District 1 | Faye Williams |
| Consumer - District 2 |  |
| Consumer - District 3 | Mike Ranelli |
| Consumer - District 4 | Charles Melson |

Current Members

<table>
<thead>
<tr>
<th>Current Members</th>
<th>Term Start</th>
<th>Term End</th>
<th>Term Start</th>
<th>Term End</th>
<th>Term Start</th>
<th>Term End</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Cvach</td>
<td>11/30/12 - 12/31/14</td>
<td>1/1/15 - 12/31/16</td>
<td>1/1/17 - 12/31/18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bill Faust</td>
<td>See FEC page</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scott Haas</td>
<td>Auto renew term</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charles Melson</td>
<td>4/12/16 - 4/30/18</td>
<td>5/1/18 - 4/30/20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mike Ranelli</td>
<td>7/1/18 - 6/30/20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Richard Svoboda</td>
<td>7/25/18 - 6/30/20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buddy Thomas</td>
<td>5/1/15 - 4/30/17</td>
<td>5/1/17 - 4/30/19</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faye Williams</td>
<td>11/30/12 - 12/31/14</td>
<td>1/1/15 - 12/31/16</td>
<td>1/1/17 - 12/31/18</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1/15/19
Sent email with Sandra Earlies resume to see if she qualifies to serve on DESAC

1/16/19
John Cvach and Faye Williams have agreed to serve another 2 years. Waiting on Scott to review Sandra's resume. If Sandra is a fit, she will take the at-large position. John will be District 2 and Faye will remain District 1. Also, asked Becky to see if Buddy Thomas wants to serve another 2 years. His term expires in April.

1/22/19
Scott said to go ahead and forward Sandra to appointment. Scott spoke with Buddy and he would like to be re-appointed.
December 28, 2018

Lynda Thomas
Queen Anne’s County
107 N. Liberty Street
Centreville, MD 21617

Dear Ms. Thomas,

I would like to apply to serve on a Queen Anne’s County board or commission.

I noticed that applications were being accepted to fill several openings on a variety of boards. The one that caught my eye was the Emergency Services Advisory Council as I have been involved administratively with the Kent Island Volunteer Fire Department for over 15 years.

I feel like I have a little more insight than the average citizen and would love to volunteer my time and serve Queen Anne’s County. I feel it necessary to say that I have not been asked by anyone at the KIVFD to apply for this position. The notice caught my eye and I decided to apply.

If I was not accepted to serve on that board, if you felt I would be an asset on any other board, please let me know. I previously served on the Agricultural Reclamation Committee and we were never asked to meet. I would love to feel like I was actually giving something back to my county!

Sincerely,

[Signature]

Sandra L. Early
410-739-4716
Dedicated and technically skilled business professional with a versatile administrative support skill set developed through experience as an Executive Assistant, Bookkeeper and Business Owner.

Highly proficient in MS Office Suite (20 years of QuickBooks, MS Word and Excel) and other software applications.

Key Skills

<table>
<thead>
<tr>
<th>Office Management</th>
<th>Accounts Payable/Receivable</th>
<th>Meeting &amp; Event Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report &amp; Document Preparation</td>
<td>Bookkeeping &amp; Payroll</td>
<td>Spreadsheet &amp; Database Creation</td>
</tr>
</tbody>
</table>

Experience

SANDRA'S OFFICE SUPPORT, Stevensville, MD 2002 to Present

Owner

Presently working with several clients such as the United Way of Queen Anne's County, the Kent Island Volunteer Fire Department and Business Queen Anne's to name a few!

My services range from Bookkeeping to writing press releases and creating newsletters. Responsible for tax preparation including Sales and Use Tax, Personal Property Tax Returns, 990EZ.

QA COUNTY CHAMBER OF COMMERCE, Chester, MD 1996 to 2002

Executive Assistant (1999-2002)

Administrative Assistant (1996-1999)

Served as executive assistant to the director, responsible for newsletter production, yearly directory, fundraising events, bookkeeping, payroll, database maintenance, website updates, etc.

References

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jody Schulz</td>
<td>Chester MD 410-310-1002</td>
</tr>
<tr>
<td></td>
<td>President for the Kent Island Volunteer Fire Department</td>
</tr>
<tr>
<td></td>
<td>Also, recently elected to the Republican Central Committee, served on the EDC board and other county boards</td>
</tr>
<tr>
<td>Steve Donovan</td>
<td>443-995-7241</td>
</tr>
<tr>
<td></td>
<td>Chairman of Business Queen Anne's County Chamber of Commerce</td>
</tr>
<tr>
<td>Linda Friday</td>
<td>410-643-8530</td>
</tr>
<tr>
<td></td>
<td>Executive Director for the Queen Anne's County Chamber of Commerce</td>
</tr>
</tbody>
</table>
Hi again! Mr. Cvach is interested in renewing his seat on the council (see below) and also he does not mind switching to the District 2 seat.
I am waiting to hear from Faye....

Thanks!

---

From: John Cvach [mailto:JCvach@cvachfinancial.com]
Sent: Tuesday, January 15, 2019 4:56 PM
To: Rebecca Rombro
Subject: RE: DESAC Consumer Position

That's fine.

John

Cvach Financial Services, PA
2623 Centreville Road
Centreville, MD 21617

www.cvachfinancial.com

(443)262-8009
Fax (443)262-8011

Any U.S. federal tax advice included in this communication (including any attachments) was not intended or written to be used, and cannot be used, for the purpose of (i) avoiding U.S. federal tax-related penalties or (ii) promoting, marketing or recommending to another party any tax-related matter addressed herein.

---

From: Rebecca Rombro [mailto:RRombro@qac.org]
Sent: Tuesday, January 15, 2019 4:55 PM
To: John Cvach <JCvach@cvachfinancial.com>
Subject: RE: DESAC Consumer Position

Okay, thank you for letting me know. Would you mind switching to the District 2 seat?
Good Morning Lynda,

Faye Williams expressed that she does want to remain on the council.

---

Yes I am interested to continue on DESAC

On Tue, Jan 15, 2019 at 4:46 PM Rebecca Rombro <RRombo@qac.org> wrote:

Hello Ms. Faye,

We are interested in seeing if you wish to continue to hold your seat as Consumer on the DES Advisory Board. I have not heard back since I last asked and if the seat is open then we will need to submit recommendations for the Commissioners to appoint others to the council. Please respond at your earliest convenience. I am also available by phone Monday through Friday between 8:00am and 4:30pm, if you would like to discuss this matter over the phone feel free to call.

Thank you,
Rebecca Rombro
Office Coordinator III
Queen Anne’s County Department of Emergency Services
100 Communications Drive
Centreville, MD 21617
410-758-4500 x 1111
rrombro@qac.org
Bay Bridge Airport Advisory Committee

The Bay Bridge Airport Commission was established by resolution on November 5, 1990. The purpose of the commission is to investigate, review, report, and make recommendations on the use and future use of the Bay Bridge Airport and its facilities, to review periodically the operating procedures of the Airport in order to assure compatibility of such procedures with the welfare of the community and to uphold the Bay Bridge Airport Minimum Standards. It is to encourage the use of the Airport as an economic, recreational and educational center and promote good community relations.

Staff contact person is Linda Steiner 410-643-4364. Terms are 3 years.

Number of Vacancies: 1
Number of Applicants: 1
• Craig Conrad

<table>
<thead>
<tr>
<th>Current Members</th>
<th>Term Began</th>
<th>Term Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Friel</td>
<td>July 1, 2017</td>
<td>June 30, 2020</td>
</tr>
<tr>
<td>Jason Jarvi</td>
<td>July 1, 2017</td>
<td>June 30, 2020</td>
</tr>
<tr>
<td>Fred Lango</td>
<td>March 1, 2013</td>
<td>June 30, 2021</td>
</tr>
<tr>
<td>John Veltman</td>
<td>May 16, 2006</td>
<td>June 30, 2020</td>
</tr>
</tbody>
</table>

Motion: I move to appoint Craig Conrad to fill Nicholas Stoer’s remain term on the Bay Bridge Airport Advisory Committee to begin immediately and end June 30, 2021.
Craig M. Conrad
132 Conrad Lane, Grasonville, MD 21638
302 932 9079 craig.m.conrad@gmail.com

Key Qualifications

- Twenty plus years’ experience in aviation safety programs and aircraft mishap investigation
- Expert in regulatory compliance and developing policy and procedures
- USAF C130H2 Evaluator/Instructor pilot
- Member of Amtrak Incident Response Team and Emergency Management safety representative
- Emergency management experience including Command Post, EOC, Crisis Action Team-Director and NIMS
- USAF Certified Safety Professional (Civilian CSP equivalent)
- Transit Safety and Security Program Certificate (DOT)
- FAA Private/Commercial and Instructor certificates (CFII/MEI)
- Part 121 Aircraft Dispatcher

Work Experience

Aviation Emergency Response Specialist
Fireside Partners, Inc.
Feb 2018 – Present

- Fireside Partners Incorporated is an industry leader in corporate emergency response, Emergency Response Plans (ERP’s), crisis mitigation, and organizational training and development. We respond to international crisis events, and serve top companies by developing strategies in preparation for events that ultimately test company core values and brand name identity.

Our clients range from some of the worlds’ largest and most recognizable business names to smaller privately owned companies. Our clients share a sincere interest in doing the right thing for their people, the dedication to plan and prepare accordingly, and the intent to follow-through. Fireside Partners Inc is in the business of turning good intentions into an operational reality for our clients.

Lead Policies and Procedures Specialist
System Safety, Amtrak
Sep 2015 – Feb 2018

- Develops, issues and maintains company-wide safety policies and programs for Amtrak facilities and operations in order to achieve compliance with applicable Federal, State, and local safety laws and regulations. Oversees the preparation and issuance of Amtrak’s System Safety Program Plan, safety procedures, manuals, handbooks, and their associated training programs.
- Supports Facility Managers, General Managers and Safety Coordinators in their efforts to comply with applicable safety laws and regulations, and Amtrak safety policies, programs and procedures.

United States Air Force Officer and Aviator
Delaware Air National Guard
Dec 1993 – Nov 2015

- Inspector General – implemented and administered wing compliance and self-assessment program
- Commander, 166 Operations Support Squadron – oversaw support functions for flight operations
- Commander, 166 Maintenance Squadron – managed aerospace equipment maintenance
- Chief of Safety – developed and implemented ground, flight and weapons safety programs
• Chief of Training – responsible for monitoring and tracking aircrew currency and qualifications
• Installation Control Center - Director

Education

Bachelor of Science, Aviation Management/Flight Technology
Florida Institute of Technology, Melbourne, Florida
Aug 1989 – May 1993

Volunteer

Commander
Veterans of Foreign Wars Post 7464, Grasonville, Maryland
Jun 2015 – Present
**QUEEN ANNE'S COUNTY**  
**REQUEST FOR BUDGET AMENDMENT**  
**FY2019**

<table>
<thead>
<tr>
<th>Description of expenditure/revenue accounts to increase/(decr Fund</th>
<th>Account Code</th>
<th>Increase (Decrease) Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase RAP Grants St Community Dev Grant</td>
<td>729 729000 33205</td>
<td>$ 26,640.00</td>
</tr>
<tr>
<td>Increase RAP Grants Rent</td>
<td>729 729000 8125</td>
<td>$ 26,640.00</td>
</tr>
</tbody>
</table>

**Justification:**

This amendment recognizes remaining grant funds from FY18 that will be carried over to FY19. The total grant award is for $40,000. Of that amount, $4,360 was spent in FY18, $26,640 for FY19, and the remaining $9,000 will be included in the FY20 budget.

**NO ADDITIONAL COUNTY FUNDS ARE REQUESTED**

---

Requester printed Department: Nichole Hepfer, for Housing & Community Services

Requester signature & date:  

Finance Director signature & date:  

Approval & date:  

[Signature]

2/6/19
QUEEN ANNE'S COUNTY
REQUEST FOR BUDGET AMENDMENT
FY 2019

Description of expenditure/revenue accounts to increase/(decrease):

<table>
<thead>
<tr>
<th>Description</th>
<th>Fund</th>
<th>Account Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribute Fire Impact Fee Unrestricted Fund Balances As Of 6/30/18 To Fire Companies</td>
<td>432</td>
<td>432800 39939</td>
</tr>
<tr>
<td>Increase Kent Island FY19 Prior Year Fund Balance</td>
<td>432</td>
<td>432800 8520</td>
</tr>
<tr>
<td>Increase Kent Island Allocation Of Impact Fees/Vol Fire Co's</td>
<td>432</td>
<td>432800 8520</td>
</tr>
<tr>
<td>Increase Grasonville FY19 Prior Year Fund Balance</td>
<td>433</td>
<td>433800 39939</td>
</tr>
<tr>
<td>Increase Grasonville Allocation Of Impact Fees/Vol Fire Co's</td>
<td>433</td>
<td>433800 8520</td>
</tr>
<tr>
<td>Increase Queenstown FY19 Prior Year Fund Balance</td>
<td>434</td>
<td>434800 39939</td>
</tr>
<tr>
<td>Increase Queenstown Allocation Of Impact Fees/Vol Fire Co's</td>
<td>434</td>
<td>434800 8520</td>
</tr>
<tr>
<td>Increase Goodwill FY19 Prior Year Fund Balance</td>
<td>435</td>
<td>435800 39939</td>
</tr>
<tr>
<td>Increase Goodwill Allocation Of Impact Fees/Vol Fire Co's</td>
<td>435</td>
<td>435800 8520</td>
</tr>
<tr>
<td>Increase Church Hill FY19 Prior Year Fund Balance</td>
<td>436</td>
<td>436800 39939</td>
</tr>
<tr>
<td>Increase Church Hill Allocation/Vol Fire Co's</td>
<td>436</td>
<td>436800 8520</td>
</tr>
</tbody>
</table>

Increase (Decrease) Amount

<table>
<thead>
<tr>
<th>Increase (Decrease) Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$48,593.00</td>
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<tr>
<td>$46,593.00</td>
</tr>
<tr>
<td>$17,484.00</td>
</tr>
<tr>
<td>$17,484.00</td>
</tr>
<tr>
<td>$2,094.00</td>
</tr>
<tr>
<td>$2,094.00</td>
</tr>
<tr>
<td>$58,436.00</td>
</tr>
<tr>
<td>$58,436.00</td>
</tr>
<tr>
<td>$59.00</td>
</tr>
<tr>
<td>$59.00</td>
</tr>
</tbody>
</table>

Subtotal DISTRIBUTION is this amendment $124,666.00

Justification:

DISTRIBUTION: This amendment provides authority to distribute an additional $124,666 in impact fees (per fund balances as of June 30, 2018) that were not included in the original budget. Fire impact fees collected in the fiscal year are distributed the following year. This amendment provides the budget authority to make the distributions.

The total amount of distributions included in the FY19 original budget for the above fire stations is $282,800. This amendment will increase it to $407,466 which is the total distributions that need to be made in FY19 for these stations. There are two other stations that will receive distributions (total of $8,027) but there is sufficient budget authority available for those two stations.

Sufficient cash is on hand as of 6/30/18 and today to cover these distributions.

No County funds are requested.

Requester printed Department:
Requester signature & date: Nichole Hepfer, Finance
Finance Director signature & date: 1/24/2019
Approval & date: 1/24/2019
 QUEEN ANNE'S COUNTY
REQUEST FOR BUDGET AMENDMENT
FY 2019

Justification: Due to the increase in Federal Financial Participation Billing for what is listed in our budget as a Federal grant, it is necessary to increase the revenue and the expenditures to maintain a balanced budget and validity in our reporting to our federal partners. For the last couple of years we have to make adjustments at the end of the year to account for the additional funds without risking our other grants.

No additional county funds are requested.

<table>
<thead>
<tr>
<th>Increase</th>
<th>Aging-MAP</th>
<th>Description</th>
<th>Fund</th>
<th>Activity</th>
<th>Account Code</th>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase</td>
<td>Aging-MAP</td>
<td>Federal Grant Revenue</td>
<td>615</td>
<td>615020</td>
<td>32140</td>
<td></td>
<td>18,989</td>
</tr>
<tr>
<td>Increase</td>
<td>Aging-MAP</td>
<td>Salaries</td>
<td>615</td>
<td>615020</td>
<td>4003</td>
<td></td>
<td>13,402</td>
</tr>
<tr>
<td>Increase</td>
<td>Aging-MAP</td>
<td>Uniforms</td>
<td>615</td>
<td>615020</td>
<td>6500</td>
<td></td>
<td>2,000</td>
</tr>
<tr>
<td>Increase</td>
<td>Aging-MAP</td>
<td>Social Security</td>
<td>615</td>
<td>615020</td>
<td>7100</td>
<td></td>
<td>796</td>
</tr>
<tr>
<td>Increase</td>
<td>Aging-MAP</td>
<td>Health Insurance</td>
<td>615</td>
<td>615020</td>
<td>7200</td>
<td></td>
<td>2,212</td>
</tr>
<tr>
<td>Increase</td>
<td>Aging-MAP</td>
<td>Pension System</td>
<td>615</td>
<td>615020</td>
<td>7300</td>
<td></td>
<td>936</td>
</tr>
<tr>
<td>Increase</td>
<td>Aging-MAP</td>
<td>Workmen's Comp</td>
<td>615</td>
<td>615020</td>
<td>7400</td>
<td></td>
<td>38</td>
</tr>
<tr>
<td>Increase</td>
<td>Aging-MAP</td>
<td>Life Insurance</td>
<td>615</td>
<td>615020</td>
<td>7600</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Increase</td>
<td>Aging-MAP</td>
<td>Dues</td>
<td>615</td>
<td>615020</td>
<td>8025</td>
<td></td>
<td>200</td>
</tr>
<tr>
<td>Increase</td>
<td>Aging-MAP</td>
<td>Training</td>
<td>615</td>
<td>615020</td>
<td>8045</td>
<td></td>
<td>400</td>
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<tr>
<td>Increase</td>
<td>Aging-MAP</td>
<td>Advertising</td>
<td>615</td>
<td>615020</td>
<td>8070</td>
<td></td>
<td>2,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>18,989</td>
</tr>
</tbody>
</table>

Requester printed Department: Cathy Willis Department of Aging
Requester signature & date: 2/1/19
Finance Director signature & date: 2/5/19
Approval & date:
January 14, 2019

The Honorable James A. Moran  
President  
Board of County Commissioners  
of Queen Anne's County  
107 North Liberty Street  
Centreville, Maryland 21617

SUBJECT: Private Activity Bonds 2019 Initial Allocation for Maryland

Dear Commissioner Moran:

Enclosed is the 2019 Private Activity Bonds Initial Allocation of the Maryland State Ceiling. This year’s total allocation of $634,485,390 is calculated from a population of 6,042,718 multiplied by $105 per capita as stated in the Financial Institutions Article Section 13-801 through 13-807 of Maryland Code guidelines, in addition to the United States Tax Reform Act of 1986. Allocation is not a source of funding, but is the limit established for “Private Activity” tax-exempt bond issuances.

Pursuant to the law, counties may use their housing allocations for non-housing bonds. The term used in the Tax Reform Act of 1986, “Private Activity” bonds is broad and may include general obligation bonds, leases, and other forms of tax-exempt financing. Bond counsel should be contacted to further explain the ramifications of the Tax Reform Act of 1986. Section 13-804 and other sections of the law require reporting the issuance of these bonds.

Before transferring unused allocation to another issuer, jurisdictions are encouraged to consult with Andy Fish, Senior Director, at 410-767-6376 or andy.fish@maryland.gov, or Rahel Kidane, at 410-767-6357 or rahel.kidane@maryland.gov. Notice of any intended transfer of allocation by counties to another issuer shall be reported to the Secretary of The Department of Commerce by August 31st.

Sincerely,

Andy Fish  
Senior Director, Office of Finance Programs

Enclosure
cc: Ms. Jean Fabi, Economic Development Coordinator,  
Queen Anne’s County Department of Economic Development
DEPARTMENT OF COMMERCE
PRIVATE ACTIVITY BONDS
2019 INITIAL ALLOCATION

$ 634,485,390

RECITALS

Pursuant to Section 146 of the Internal Revenue Code of 1986 (the "Code"), the General Assembly of the State of Maryland passed Senate Bill 673 which is part of the Maryland Code, Financial Institutions Article, Sections 13-801 through 13-807. Capitalized terms not defined in this initial allocation have the meanings given them in the law.

Section 13-807 (A) (1) allows the Secretary of the Department of Commerce to make any and all allocations required or permitted by the law.

Section 13-802 of the law establishes formulas for allocation of the Maryland State Ceiling among Counties, Municipal Corporations, Community Development Administration and Secretary's Reserve, for the period from January 1st through September 30th of each year.

NOW THEREFORE, I, Kelly M. Schulz, Secretary of the Department of Commerce, do hereby allocate the amounts of the Maryland State Ceiling, a total of $634,485,390 for the calendar year 2019 as follows:

1. Allocations to Counties. $317,242,695 of the Maryland State Ceiling among all counties of the State of Maryland and the City of Baltimore (collectively, the "Counties" and individually a "County") in the following respective amounts.

<table>
<thead>
<tr>
<th>MD Population</th>
<th>Housing Alloc.</th>
<th>Min. Non-House</th>
<th>Bonus Non-House</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegany</td>
<td>$2,545,018</td>
<td>$1,090,722</td>
<td></td>
<td>$3,635,739</td>
</tr>
<tr>
<td>Anne Arundel</td>
<td>$20,326,490</td>
<td>$8,711,353</td>
<td></td>
<td>$29,037,842</td>
</tr>
<tr>
<td>Baltimore City</td>
<td>$21,784,223</td>
<td>$9,336,096</td>
<td></td>
<td>$31,120,318</td>
</tr>
<tr>
<td>Baltimore Co.</td>
<td>$29,562,472</td>
<td>$12,669,631</td>
<td>$9,517,281</td>
<td>$51,749,383</td>
</tr>
<tr>
<td>Calvert</td>
<td>$3,258,182</td>
<td>$1,396,364</td>
<td>$4,654,545</td>
<td></td>
</tr>
<tr>
<td>Caroline</td>
<td>$1,183,141</td>
<td>$507,060</td>
<td></td>
<td>$1,690,201</td>
</tr>
<tr>
<td>Carroll</td>
<td>$5,977,622</td>
<td>$2,561,838</td>
<td>$8,539,460</td>
<td></td>
</tr>
<tr>
<td>Cecil</td>
<td>$3,644,600</td>
<td>$1,561,972</td>
<td></td>
<td>$5,206,572</td>
</tr>
<tr>
<td>Charles</td>
<td>$5,614,588</td>
<td>$2,406,252</td>
<td>$8,020,840</td>
<td></td>
</tr>
<tr>
<td>Dorchester</td>
<td>$1,140,720</td>
<td>$488,880</td>
<td></td>
<td>$1,629,600</td>
</tr>
<tr>
<td>Frederick</td>
<td>$8,983,170</td>
<td>$3,849,590</td>
<td></td>
<td>$12,833,160</td>
</tr>
<tr>
<td>Garrett</td>
<td>$1,040,051</td>
<td>$445,736</td>
<td></td>
<td>$1,485,788</td>
</tr>
<tr>
<td>Harford</td>
<td>$9,004,737</td>
<td>$3,859,173</td>
<td></td>
<td>$12,863,910</td>
</tr>
<tr>
<td>Howard</td>
<td>$11,478,495</td>
<td>$4,919,355</td>
<td></td>
<td>$16,397,850</td>
</tr>
<tr>
<td>Kent</td>
<td>$677,303</td>
<td>$290,273</td>
<td></td>
<td>$967,575</td>
</tr>
<tr>
<td>Montgomery</td>
<td>$37,928,940</td>
<td>$16,255,260</td>
<td></td>
<td>$54,184,200</td>
</tr>
<tr>
<td>Prince George's</td>
<td>$32,474,873</td>
<td>$13,917,803</td>
<td></td>
<td>$46,392,675</td>
</tr>
<tr>
<td>Queen Anne's</td>
<td>$1,771,681</td>
<td>$759,292</td>
<td></td>
<td>$2,530,973</td>
</tr>
<tr>
<td>St. Mary's</td>
<td>$3,956,873</td>
<td>$1,695,803</td>
<td></td>
<td>$5,652,675</td>
</tr>
<tr>
<td>Somerset</td>
<td>$922,700</td>
<td>$395,443</td>
<td></td>
<td>$1,318,143</td>
</tr>
<tr>
<td>Talbot</td>
<td>$1,320,918</td>
<td>$566,108</td>
<td></td>
<td>$1,887,026</td>
</tr>
<tr>
<td>Washington</td>
<td>$5,347,125</td>
<td>$2,291,625</td>
<td></td>
<td>$7,638,750</td>
</tr>
<tr>
<td>Wicomico</td>
<td>$3,621,786</td>
<td>$1,552,194</td>
<td></td>
<td>$5,173,980</td>
</tr>
<tr>
<td>Worcester</td>
<td>$1,842,085</td>
<td>$789,465</td>
<td></td>
<td>$2,631,549</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$215,407,790</td>
<td>$92,317,624</td>
<td>$9,517,281</td>
<td>$317,242,695</td>
</tr>
</tbody>
</table>
2. Allocation to Community Development Administration is $158,621,348 of the Maryland State Ceiling.

3. Allocation to Municipal Corporations is $15,862,134 of the Maryland State Ceiling.

4. Allocation to the Secretary's Reserve is $142,759,213.

5. The Effective Date. The initial allocation shall take effect immediately.

I FURTHER CERTIFY under penalty of perjury that this Initial Allocation was not made in consideration of any bribe, gift, gratuity, or direct or indirect contribution to any political campaign.

WITNESS my official signature and seal as of this 14th of January, 2019

Kelly M. Schulz
Secretary of Commerce

ATTEST:

Andy Fish
Senior Director, Office of Finance Programs
The Honorable James J. Moran  
Queen Anne's County Commissioners  
Liberty Building  
107 North Liberty Street  
Centreville, Maryland 21617  

Dear President Moran:

The purpose of this letter is to inform you that the Department has received an air quality Permit to Construct application from a company located near your jurisdiction. The Department has required the applicant to publish the enclosed notice at least once a week for two consecutive weeks in the legal section of a daily or weekly newspaper of general circulation in the geographical area in which the proposed installation will be located. The notice provides the following information about the permit application.

Applicant: Gillespie Precast, LLC  
P.O. Box 450  
Chestertown, MD 21620

Proposal: Installation of a portable, waste concrete, crushing and screening plant comprised of one (1) crusher and one (1) screen, processing an average of 120 tons of material per hour and powered by two (2) diesel engines not to exceed 532 combined horsepower.

Location: Morgan Creek Land Holdings, LLC  
27030 Morgnec Road  
Chestertown, MD 21620

The Department must receive written requests for an informational meeting no later than 10 working days after the date the second notice appears in the newspaper. The Department expects the applicant to begin to publish the required notices shortly, but you need not wait for the notice to be published to request a meeting should you so desire. Your participation in this proceeding is welcome.

Sincerely,

Angela Blanca, Deputy Director  
Air and Radiation Administration

AB/dar

Enclosure
DEPARTMENT OF THE ENVIRONMENT
AIR AND RADIATION ADMINISTRATION

NOTICE OF APPLICATION AND
OPPORTUNITY TO REQUEST AN INFORMATIONAL MEETING

The Maryland Department of the Environment, Air and Radiation Administration (ARA) received a permit-to-construct application from Gillespie Precast, LLC on December 12, 2018 for a diesel powered portable waste concrete crushing and screening plant. The proposed installation will be located at Morgan Creek Land Holdings, 27030 Morgnec Road, Chestertown, MD 21620.

Copies of the application and other supporting documents are available for public inspection. Ask for Docket #20-18 at the following locations during normal business hours.

Maryland Department of the Environment
Air and Radiation Administration
1800 Washington Boulevard
Baltimore, Maryland 21230

Chestertown Branch
Kent County Public Library
408 High Street
Chestertown, Maryland 21620

Pursuant to the Environment Article, Section 1-603, Annotated Code of Maryland, the Department will hold an informational meeting to discuss the application and the permit review process if the Department receives a written request for a meeting within 10 working days from the date of the second publication of this notice. All requests for an informational meeting should be directed to the attention of Ms. Shannon Heafey, Air Quality Permits Program, Air and Radiation Administration, 1800 Washington Boulevard, Baltimore, Maryland 21230.

Further information may be obtained by calling Ms. Shannon Heafey at 410-537-4433.

George S. Aburn, Jr., Director
Air and Radiation Administration
January 18, 2019

County Commissioners of
Queen Anne’s County, Maryland
107 N. Liberty Street
Centreville, Maryland 21617

We are engaged to audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Queen Anne’s County, Maryland (the “County”) for the years ended June 30, 2019, 2020 and 2021. Professional standards require that we provide you with the following information related to our audit. We are available to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibilities under U.S. Generally Accepted Auditing Standards, Government Auditing Standards and the Uniform Guidance.

As stated in our engagement letter dated January 18, 2019, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider the County’s internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether the County’s financial statements are free of material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with the Uniform Guidance, we will examine, on a test basis, evidence about the County’s compliance with the types of compliance requirements described in the U.S. Office of Management and Budget...
(OMB) Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on the County’s compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on the County’s compliance with those requirements.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to RSI, as stated in the engagement letter dated January 18, 2019, which supplement(s) the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

We have been engaged to report on other supplementary information (OSI), as stated in the engagement letter dated January 18, 2019, which accompany the financial statements but are not RSI. Our responsibility with respect to this OSI, as described by professional standards, is to evaluate the presentation of the OSI in relation to the financial statements as a whole and to report on whether the OSI is fairly stated, in all material respects, in relation to the financial statements as a whole.

We have not been engaged to report on the introductory section or the statistical section, which accompany the financial statements but are not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditor’s report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this other information is properly stated. This other information will not be audited and we will not express an opinion or provide any assurance on it.

Planned Scope, Timing of the Audit, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if
the difficulties may lead to a modified opinion. We will also communicate any internal
control related matters that are required to be communicated under professional standards.

Roy J. Geiser, CPA is the engagement partner and is responsible for supervising the
engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the County Commissioners of Queen
Anne’s County, Maryland and management of Queen Anne’s County, Maryland and is not
intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

[Signature]

Roy J. Geiser, CPA
Member
TGM Group LLC
MEMORANDUM

TO: County Commissioners
    Gregg Todd, County Administrator

INFORMATION ITEM

FROM: Jean Fabi, Economic Development Manager
      Ashley Chenault, DMO, Tourism Development Coordinator

CC: Economic Development Commission
    Economic Development Incentive Fund Commission

DATE: January 14, 2019

SUBJECT: 2nd Quarter FY19 Department Report

Below is a summary of the activities of the Department of Economic and Tourism Development for October 1, 2018 to December 31, 2018:

Economic Development:
Economic Development Projects/Initiatives:

- Open Networking events – Launched networking events open to all of the business community with the mission of creating synergies. The first event was co-hosted with KRM Development in the Chesapeake Bay Business Park on October 24, 2018. Open Networking will be held once a quarter. Next event scheduled for February 13 at 6:30 p.m. at The EDGE Training Center.

- Tech Networking- Coordinating networking events for the business community held quarterly. Partnered with TEDCO for an event held at RTI Forensics on November 28, 2018. The next Tech Networking event is planned for March 21 at Chesapeake College. It will be a regional event that will also include manufacturers.

- Economic Development Marketing – Production and launch of a promotional video for economic development using a grant from USRC; updating to ChooseQueenAnnes for the website and marketing materials. New website under development.

- Workforce Development – partnering with local organizations, such as the Chamber of Commerce, and Workforce Investment Board to develop workforce and promote training programs. Leveraging resources to provide grants to businesses that invest in employee training. Participated in meeting with DLLR and MD Public Schools to discuss adoption of Apprenticeship Program in QAC Public Schools.
Hosted and coordinated the 3rd Annual Career Fair at the Chesapeake Bay Business Park on November 14 in a KRM Development space. 15 companies participated.

Completion of the North County Economic Implications Study by Sage Policy Group, which examined the potential opportunities for economic development as a result of the new US Route 301 connector.

Opportunity Zone – working with DHCD and the Town of Church Hill to build list of projects, businesses and nonprofits interested in using OZ investment.

Business Retention/Expansion Program Contacts:
- Smoke, Rattle and Roll – Expansion, EDIF
- BlackWater Distilling – Expansion (Tavern location)
- RTI Forensics – Launch of RTI Commons, a shared Work Space
- Kent Narrows Boatel – EDIF
- Roszell Coffee Roasters – EDIF, Filmed promotional video
- The Mill at Kingstown – formerly Kingstown Farm, Home & Garden (expansion of The Mill at BelAir)
- Patriot Farms Brewery – Construction of Tasting Room (expansion)
- Bell Nursery – Expansion (6 additional greenhouses and storage building)
- Business Retention program in coordination with the Department of Commerce: Dissen & Juhn; S.E.W. Friel; AMS Group;

Business Attraction Activity:
New Businesses:
- Bada Bean Coffee, Chester
- Roadies Food Truck, Chester
- Bufflehead Vintage, Chester
- North Eastern Supply Co., Chestertown
- Wonderland Coffee, Chester

Other Meetings and Events:
- MEDA Annual Upper Shore Economic Development Summit
- MACO Winter Conference – USRC meeting
- QAC Broadband Advisory Committee Meeting – December
- Annual UMD Harvest Breakfast
- Four Seasons Grand Opening Event
- Historic Stevensville A & E District Meeting – Tax Credits and Business Incentives
- Centreville Economic Development Authority Meeting

Tourism:
Action Items /Meetings:
- Maryland Destination Marketing Meetings (October) State Grant Awarded
Dept. of Economic and Tourism Development
2nd Quarter 2019 Department Report

- “Crab Tank on the Choptank” winner. A statewide marketing competition promoting travel to the Eastern Shore.
- Maryland Travel and Tourism Summit
- Prepare visitor counts for KNDF Beacon Study
- Centreville Day planning meetings (designed snapchat filter for event)
- 10k Across the Bay Public Safety Meeting
- TAC QAC signage update with SHA
- Approved final layout for tourism website redesign
- Hosted ABA Familiarization Tour for the Eastern Shore representative
- Hosted Storytime with the Chesapeake Mermaid Event at the Chesapeake Heritage & Visitor Center on December 8, 2018
- Hosted reception in the museum gallery for Natey Gray at the Chesapeake Heritage & Visitor Center on December 13, 2018

Marketing Initiatives:
- Maryland Fishing & Trapping Guide (MD,NJ)
- Shore Magazine (print) collaboration with Centreville Main Street to promote holiday events.
- Maryland Tourism and Film Guide
- Small Business Saturday
- Launched 2019 #VisitQAC photo contest
- Billboard (404/50 junction) 10K Across Bay, Historic Homes Tour, Kent Narrows
- Shore Update digital campaign: Historic Homes Tour, 1st Saturday in Historic Stevensville
- Connect Now Newsletter topics: “Top Patio Dining for Foodies this Fall”
- MATPRA Press Release-Holiday Festivals, What’s New, Romantic Weekends

Visitor count for Chesapeake Heritage & Visitor Center, month to month over last year:

Boards and Commissions:
Economic Development Incentive Fund (EDIF) Activities:
- Revised EDIF agreement for Talisman Therapeutic Riding
- Approved funds for Smoke, Rattle and Roll and Kent Narrows Boatel

Economic Development Commission:
- Nominating Subcommittee:
  o Recruiting for board vacancies.
  o Recommendations to be sent to County Commissioners for appointment in January.
- Marketing and Promotion Subcommittee:
Update of Economic Development website to be launched in January
- Open Networking event on October 24 at KRM Development office in Chesapeake Bay Business Park. Will hold quarterly open business networking events.
- Co-Sponsoring of Tech Networking event (Bi-Monthly) with Dept. of Commerce and TEDCO held on November 28 at RTI Forensics.

- Workforce Development Subcommittee: Meeting with DLLR, MD Public Schools, and QAC Public School to discuss adoption of MOU for Youth Apprenticeship.
- Annual Business Recognition Breakfast Planning Subcommittee:
  - Theme for the breakfast will be “workforce development.”
  - Secretary Kelly Schultz invited to be keynote speaker.

Stevensville A & E District:
- Tidewater Trader (branding advertisement)
- Events: Oktoberfest, Cookie Walk, Tree Lighting
- A&E Final Report completed Oct. 12, 2018
- Business Incentives Meeting

Stories of the Chesapeake Heritage Area Board:
- Bull and Oyster Roast & Fish Fry October 13, 2018
The meeting was called to order at 9:15 a.m.

A motion was made by Mike Bozek to approve the November minutes as sent; this was seconded by Zeke Warner and approved by all.

SANITARY DISTRICT: Two of the contracts for the SKI Project have been completed; with $500,000 under bid for the transition mains and $300,000 under bid for community mains. No houses have been connected yet. The plan is to connect the 10 houses on Harford Road and if all is well, they will start on the priority list (houses on holding tanks / severe failures), after that they will start on Maryland Road and work their way up. There are 410 tanks in the ground, still working through some issues with the tanks.

Four Seasons- water tower is operational, they have 5 model homes built, but sewer pumping station is not completed yet. Have had a lot of interest in the homes.

Another big project in the works will be at Slippery Hill; consisting of apartments and commercial spaces.

State Plumbing Board is no longer doing the testing for State license it is now done by P.S.I.

HEALTH DEPARTMENT: Nothing new to report.

CLERK: Informed the Board that our notice about unlicensed contractors was posted in the paper and on the County Facebook page. After talking to the County Administrator it was decided not to send out individual backflow test notices, because it will be much more cost effective to add to a notice already going out and post a notice to the County Facebook page sometime in April. As a side note: we have issued 1,304 permits this year, which is 130 more permits than last year, and 326 more permits that 2016.

Being no further business the meeting adjourned at 9:45 a.m.

Checks to be requested:  
- John Nickerson $25  
- Mike Sipes $25  
- Mike Bozek $25  
- Robby Pardoe $25  
- James Warner $25  
- Tim Wilson $25

Michael Sipes, President
Cindy Gadow, Clerk
### Jobs per District

<table>
<thead>
<tr>
<th>District</th>
<th>Jobs</th>
</tr>
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<tbody>
<tr>
<td>First District</td>
<td>2</td>
</tr>
<tr>
<td>Second District</td>
<td>3</td>
</tr>
<tr>
<td>Third District</td>
<td>8</td>
</tr>
<tr>
<td>Fourth District</td>
<td>81</td>
</tr>
<tr>
<td>Fifth District</td>
<td>22</td>
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<tr>
<td>Sixth District</td>
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<tr>
<td>Seventh District</td>
<td>3</td>
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<tr>
<td>Total</td>
<td>120</td>
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### Type of Construction

<table>
<thead>
<tr>
<th>Type</th>
<th>Jobs</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Homes</td>
<td>20</td>
</tr>
<tr>
<td>Addition</td>
<td>2</td>
</tr>
<tr>
<td>Renovation/Alteration</td>
<td>3</td>
</tr>
<tr>
<td>Gas</td>
<td>30</td>
</tr>
<tr>
<td>Modular/Double-Wide</td>
<td>0</td>
</tr>
<tr>
<td>Trailer</td>
<td>0</td>
</tr>
<tr>
<td>HVAC</td>
<td>32</td>
</tr>
<tr>
<td>Backflow</td>
<td>27</td>
</tr>
<tr>
<td>Commercial</td>
<td>6</td>
</tr>
<tr>
<td>Farm Building</td>
<td>0</td>
</tr>
<tr>
<td>Replacement</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>120</td>
</tr>
</tbody>
</table>

### Administrative Fees

- Administrative Fee: \(93 \times 10.00 = 930.00\)
- Public Sewer Connection Permit: \(0 \times 50.00 = 0.00\)
- Public Water Connection Permit: \(0 \times 50.00 = 0.00\)
- Mechanical Permit: \(32 \times 44.26 = 4,426.25\)
- Plumbing Permit: \(31 \times 205 = 6,255.00\)
- Gas Permit: \(30 \times 50.00 = 1,500.00\)
- Re-Inspection Fees: \(0 \times 0.00 = 0.00\)

**Fees From Permits:** \(13,111.25\)

### Backflow Test and Maintenance Forms

- \(26 \times 25.00 = 650.00\)
- \(1 \times 0.00 = 0.00\)

**Fees From Backflow:** \(650.00\)

### Fees From Licenses

- Gas Fitter (GS): \(1 \times 30.00 = 30.00\)
- Master HVACR (HM): \(1 \times 0.00 = 0.00\)
- Master HVACR (HM): \(4 \times 30.00 = 120.00\)
- Master Plumber Non-Resident (PN): \(2 \times 100.00 = 200.00\)
- Master Restricted HVACR (HR): \(2 \times 30.00 = 60.00\)

**Fees From Licenses:** \(410.00\)

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No Refunds were issued during this period.

Administrative Fees (this month): \$930.00
Middle Dept. Permits (75% this month): \$9,135.94
Q.A. County Permits (25% this month): \$3,045.31
Refunds (this month): \$0.00

**Administrative Fee Revenue** (07/01/2018 - 12/31/2018): \$4,770.00
**Q.A. County License Revenue** (07/01/2018 - 12/31/2018): \$4,630.00
**MDIA Permit Revenue** (07/01/2018 - 12/31/2018): \$28,134.94
**Q.A. County Permit Revenue** (07/01/2018 - 12/31/2018): \$9,378.31
**Q.A. County Backflow Forms** (07/01/2018 - 12/31/2018): \$2,725.00
**Refunds** (07/01/2018 - 12/31/2018): \$-260.00

**Total Revenue** (07/01/2018 - 12/31/2018): \$49,378.25
January 24, 2019

Board of County Commissioners
107 North Liberty Street
Centreville, MD 21617

Dear Commissioners,

We, the library board of the Sudlersville Memorial Library, would like to invite you to meet with us to discuss the future of our library.

As you know, we are a town library, not part of the state or county system. We pride ourselves in our small town heritage, and the personal level in which we interact with our patrons.

We feel it would give you a better understanding of who we are if we could meet with you.

That being said, is there a Wednesday evening in the near future that would work for a meeting with our library board? We understand that you are all busy, but if we could meet with whomever is available we would appreciate it.

Please feel free to call me to set up a time. Home (410) 438-3263 Cell (410) 708-1532.

Respectfully,

Sharon Darling
Library Board President
NOTICE OF PUBLIC HEARING
GROWTH ALLOCATION PETITION OF SONNY SCHULZ BLVD, LLC

The County Commissioners of Queen Anne’s County hereby give notice pursuant to the Code of Public Laws of Queen Anne’s County, Chapter 14, Chesapeake Bay Critical Area Act, Section 14:1-77.D, that it will hold a public hearing concerning a growth allocation petition to reclassify 2.122 acres of land from Limited Development Area (LDA) to Intense Development Area (IDA) for proposed development in the Matapeake Professional Park consisting of a 45,000 sq. ft. industrial and office building. The property is located on the south side of Sonny Schulz Boulevard off of south MD Route 18 in Stevensville (Tax Map 56, Grid 20, Parcel 221, Lot 7). The application was submitted by petitioner Sonny Schulz Blvd, LLC, and by its agent, Joseph A. Stevens, of Stevens Palmer, LLC. The Petitioner’s proposal is made under the procedures of Chapter 14:1, Article XV, of the Queen Anne’s County Code.

Take notice that this application shall be considered by the County Commissioners at a public hearing on Tuesday, February 12, 2019 at 6:15PM. in the County Commissioners meeting room, Liberty Building, 107 N. Liberty Street, Centreville, Maryland 21617. The County Commissioners will receive public comment regarding this application and on whether to conceptually approve or disapprove the proposed growth allocation petition.

The entire Petition, as well as the report and recommendation of the Queen Anne’s County Planning Commission, the development site plan for the subject property and other relevant material, is available for review at the Department of Planning & Zoning, 114 Vincit Street, Suite 104, Centreville, Maryland 21617 or at the office of the County Commissioners, Liberty Building, 107 N. Liberty Street, Centreville, Maryland 21617 between the hours of 8:00 a.m. until 4:30 p.m., Monday through Friday, or contact the office at 410-758-1255 for more information.

The hearing site is accessible to individuals with disabilities. Sign language interpreters and assistive listening systems are available for individuals with hearing impairments. Please contact Tina Miles at (410) 758-4406 or TDD (410) 758-2126 at seven (7) days prior to the hearing date if such accommodations are required.
COUNTY ORDINANCE NO. 19-01

A BILL ENTITLED

AN ACT CONCERNING the Expansion of the Kent Narrows Commercial Management and Waterfront Improvement District Established Under Article IV of Chapter 5 of the Code of Public Local Laws of Queen Anne’s County.

FOR THE PURPOSE of expanding the Kent Narrows Commercial Management and Waterfront Improvement District to include Parcel 445, Grid 17, Map 57, as shown on the Queen Anne’s County Sectional Zoning Maps, currently owned by the Kent Island Yacht Club, Inc.

BY AMENDING the boundaries of the Kent Narrows Commercial Management and Waterfront Improvement District.

SECTION I

BE IT ENACTED BY THE COUNTY COMMISSIONERS OF QUEEN ANNE’S COUNTY, MARYLAND that the boundaries of the Kent Narrows Commercial Management and Waterfront District shall be expanded to include Parcel 445, Grid 17, Map 57 as shown on the Sectional Zoning Maps of Queen Anne’s County, Maryland and that the maps referenced in Section 5-13 of the Code of Public Local Laws be and are hereby AMENDED to reflect the same.

SECTION II

BE IT FURTHER ENACTED that this Ordinance shall take effect on the forty-sixth (46th) day following its adoption.

INTRODUCED BY: Commissioner Moran

DATE: January 8, 2019

PUBLIC HEARING HELD: January 22, 2019 @ 6:00 pm

VOTE: ____________ Yea  ____________ Nay

DATE OF ADOPTION: ______________________

EFFECTIVE DATE:  _______________________

1
COUNTY ORDINANCE NO. 19-02

A BILL ENTITLED

AN ACT CONCERNING Applicability of the Queen Anne’s County Ethics Ordinance, Chapter 8 of the Code of Public Local Laws;

FOR THE PURPOSE of providing that Planners, Engineers, Case Managers and Resource & Development Specialists shall be subject to the Queen Anne’s County Ethics Ordinance, Chapter 8 of the Code of Public Local Laws of Queen Anne’s County; clarifying that personnel and employees of the Queen Anne’s County Sheriff’s Department are subject to the Maryland Public Ethics Law and not the Queen Anne’s County Ethics Ordinance.

BY AMENDING Section 8-5 of the Code of Public Local Laws of Queen Anne’s County, Maryland.

SECTION I

BE IT ENACTED BY THE COUNTY COMMISSIONERS OF QUEEN ANNE’S COUNTY, MARYLAND that Section 8-5 of the Code of Public Local Laws be and is hereby AMENDED to read as follows:

Chapter 8. Ethics

Article I. Definitions

§8-5. Applicability.

The provisions of this chapter shall be applicable as follows:

A. Elected County officials. The elected Board of County Commissioners shall be subject to the provisions of this chapter.

B. Officials and employees.
   (1) All County administrators, managers, and supervisors at Grade 110 or above in the Classified Service, all professional and executive service employees, and the following positions shall be subject to the provisions of this chapter:
      [Amended 10/11/2016 by Ord. No. 16-13]
Accountant(s)  
Analyst(s)  
Benefit Counselor Program Specialist  
County Attorney  
County Contract Attorneys  
Planners  
Engineers  
Case Managers  
Resource & Development Specialists

(2) Also included are all other department heads or division chiefs of County government not specifically mentioned herein.

C. Boards and commissions.

(1) Members of the following boards and commissions are subject to the provisions of this chapter:

Agricultural Preservation Board  
Animal Control Commission  
Board of Appeals  
Bay Bridge Airport Commission  
Board of Building Appeals  
Advisory Board of Recreation and Parks  
Board of Electrical Examiners  
Ethics Commission  
Plumbing Board  
Queen Anne’s County Housing Authority  
Kent Narrows Development Foundation Board of Directors  
Board of Liquor License Commissions  
Queen Anne’s County Planning Commission

(2) Members of any other board or commission that has decision-making authority are subject to the provisions of this chapter.

D. Exempt County officials. The following County officials are covered under the provisions of the Maryland Public Ethics Law:

State’s Attorney  
Deputy State’s Attorney  
Assistant State’s Attorney
Clerk of the Circuit Court
Judges of the Circuit Court
Judges of the Orphans Court
Judges of the Circuit Court
Judges of the District Court
Register of Wills
Sheriff
Deputy Sheriffs
Personnel and employees of the Sheriff’s Department

E. Queen Anne’s County officials and employees. In addition to the officials and employees and members of the boards and commissions identified in Subsections A, B and C of this section, all other officials and employees of Queen Anne’s County, Maryland, and all members of other County boards and commissions shall be subject to the provisions of §8-11, Conflicts of interests, and §8-12, Gifts, of this chapter.

SECTION II

BE IT FURTHER ENACTED that this Ordinance shall take effect on the forty-sixth (46th) day following its adoption.

INTRODUCED BY: Commissioner Dumenil

DATE: January 8, 2019

PUBLIC HEARING HELD: January 22, 2019 @ 6:05 pm

VOTE: ___________ Yea ____________ Nay

DATE OF ADOPTION: ______________________

EFFECTIVE DATE:  _______________________
A BILL ENTITLED

“PUBLIC FACILITIES
BOND AUTHORIZATION OF 2019”

A PUBLIC LOCAL LAW TO AUTHORIZE AND EMPOWER QUEEN ANNE’S COUNTY, MARYLAND, FROM TIME TO TIME, TO BORROW NOT MORE THAN ELEVEN MILLION DOLLARS ($11,000,000) FOR THE PUBLIC PURPOSE OF FINANCING OR REFINANCING CERTAIN PUBLIC FACILITIES, ALL AS MORE PARTICULARLY DESCRIBED HEREIN, AND TO EVIDENCE SUCH BORROWING BY THE ISSUANCE AND SALE AT PUBLIC OR PRIVATE SALE, UPON ITS FULL FAITH AND CREDIT, OF ONE OR MORE SERIES OF ITS GENERAL OBLIGATION BONDS IN LIKE PAR AMOUNT; EMPOWERING AND DIRECTING THE COUNTY TO ADOPT A RESOLUTION IN ACCORDANCE WITH SECTION 19-504(d) OF THE LOCAL GOVERNMENT ARTICLE OF THE ANNOTATED CODE OF MARYLAND (2013 REPLACEMENT VOLUME AND 2018 SUPPLEMENT) (THE “CODE”) PRIOR TO ISSUING ALL OR ANY PART OF THE BONDS; EMPOWERING AND DIRECTING THE COUNTY TO LEVY AD VALOREM TAXES IN RATE AND AMOUNT SUFFICIENT TO PROVIDE FUNDS FOR THE PAYMENT OF THE MATURING PRINCIPAL OF AND INTEREST ON THE BONDS AND PLEDGING THE COUNTY’S FULL FAITH AND CREDIT AND UNLIMITED TAXING POWER TO THE PAYMENT THEREOF; EXEMPTING THE BONDS FROM THE PROVISIONS OF SECTIONS 19-205 TO 19-206, INCLUSIVE, OF THE CODE; AUTHORIZING THE ISSUANCE OF REFUNDING BONDS; AND RELATING GENERALLY TO THE ISSUANCE AND SALE OF SUCH BONDS.
NOW, THEREFORE, BE IT ENACTED BY THE BOARD OF COUNTY COMMISSIONERS OF QUEEN ANNE’S COUNTY:

Section 1. Queen Anne’s County, Maryland (the “County”) is hereby authorized and empowered to borrow money and incur indebtedness for the public purposes described in Section 2 hereof, at one time or from time to time as the County may determine, in an aggregate principal amount not exceeding ELEVEN MILLION DOLLARS ($11,000,000), and to evidence such borrowing by the issuance and sale, at public or private sale, upon its full faith and credit, of its general obligation bonds in like par amount.

Section 2. The net proceeds from the sale of the bonds authorized to be issued hereunder shall be used and applied for financing or refinancing, in whole or in part, one or more of the following projects (which shall include design, engineering, planning, fiscal, and legal expenses related thereto whether or not specifically stated, and which may represent the County’s share or contribution to the financing or refinancing of such projects):

(i) road and parking lot paving and resurfacing projects, including asphalt overlays;

(ii) capital projects approved by the Board of Education of the County, including (without limitation) chillers for Kent Island High School and Church Hill Elementary School, building improvements and assessments, replacement busses, and security and Americans with Disabilities Act related upgrades;

(iii) trail development, playground upgrades and landscaping at County parks;

(iv) construction, furnishing and equipping related to a new Circuit Court Courthouse; and
(iv) other capital projects as approved by the Board of County Commissioners of the County (the “Board of County Commissioners”), including (without limitation) an enterprise resource program for the County, renovations and improvements to the County detention center and certain visitor and senior centers, drainage improvements, updates and improvement of emergency call facilities, transfer station improvements, and the improvement, renovation and equipping of other County buildings and facilities.

Proceeds from the sale of the bonds authorized to be issued hereunder may also be used to pay costs of issuing such bonds. If the proceeds received from the sale of the bonds exceed the amount actually expended or required for such public purposes, the amount of such unexpended excess shall be set apart in a separate fund and applied to the payment of the next principal maturity of the bonds of that issue or to the redemption of bonds of that issue or to the purchase and cancellation of bonds of that issue or to otherwise provide for payment of debt service on that issue, unless a resolution is adopted by the Board of County Commissioners to provide for the expenditure of that excess for some other valid purpose authorized by law.

Section 3. Prior to issuing all or any part of the bonds authorized to be issued hereunder, the Board of County Commissioners shall adopt a resolution containing all of the provisions required under Section 19-504(d) of the Local Government Article of the Annotated Code of Maryland (2013 Replacement Volume and 2018 Supplement) (the “Code”). The resolution may also contain such other provisions as the Board of County Commissioners may deem appropriate. The resolution may be adopted by the Board of County Commissioners at any time after the enactment of this public local law and the appropriate officers of the County may take any action deemed appropriate to effect the timely issuance and sale of the bonds pursuant to the resolution at any time after the enactment of this public local law, provided only that the
resolution may not become finally effective until the effective date of this public local law. The bonds may be sold on any date or dates after the effective date of this public local law.

Section 4. For the purpose of satisfying the debt service requirements on the bonds authorized to be issued hereunder, the County shall levy for each and every fiscal year during which any of the bonds may be outstanding ad valorem taxes upon all real and tangible personal property within its boundaries subject to assessment for unlimited County taxation in rate and amount sufficient to provide for the prompt payment of the principal of and the interest on the bonds maturing in each fiscal year; and, in the event the proceeds from the collection of the taxes so levied in any such fiscal year prove to be inadequate for such purpose, additional taxes shall be levied in the subsequent fiscal year to make up any deficiency.

The full faith and credit and unlimited taxing power of the County are hereby irrevocably pledged to the prompt payment of the maturing principal of and interest on the bonds authorized to be issued hereunder as and when the same become due, and to the levy and collection of the taxes hereinabove described as and when such taxes become necessary in order to provide sufficient funds to meet the debt service requirements of the bonds. The County hereby covenants with each holder of any of the bonds to take any action that may be appropriate from time to time during the period that any of the bonds remain outstanding and unpaid to provide the funds necessary to make the principal and interest payments due thereon and further covenants and agrees to levy and collect the taxes hereinabove described.

Section 5. The bonds authorized to be issued hereunder are hereby specifically exempted from the provisions of Sections 19-205 to 19-206, inclusive, of the Code.

Section 6. The County is hereby authorized pursuant to Section 19-207 of the Code (the “Refunding Act”) to issue its bonds (“Refunding Bonds”) for the purpose of refunding any
bonds issued hereunder. References to the bonds in Sections 2 through 5, inclusive, above shall include the Refunding Bonds, unless the context requires otherwise. The Refunding Bonds may be issued at one time or from time to time, for one or more of the public purposes specified for the issuance of refunding bonds in the Refunding Act, and may be sold at public or private sale, as provided in the resolution of the Board of County Commissioners adopted pursuant to Section 3 hereof. The aggregate principal amount of Refunding Bonds shall not exceed 120% of the principal amount of the bonds being refunded. The validity of any such Refunding Bonds shall in no way be dependent upon or affected by the validity or invalidity of the obligations so refunded.

[Signatures appear on following page.]
Section 7. This public local law shall take effect 45 days after it is enacted.

COUNTY COMMISSIONERS OF
QUEEN ANNE’S COUNTY, MARYLAND

______________________________________
James J. Moran, President

______________________________________
Jack N. Wilson, Jr., Vice President

______________________________________
Stephen Wilson, Commissioner

______________________________________
Christopher M. Corchiaiino, Commissioner

______________________________________
Philip L. Dumenil, Commissioner

Date Introduced: January 8, 2019
Public Hearing Held: January 22, 2019 @ 6:15 pm
Vote: _________ Yea _________ Nay
Date Enacted: __________________________
Effective Date: _________________________